



Good Practice

Issue 101

July 2018

2016-17 GP Annual Certificate (GAC) Submissions

GP GACs for the financial year 2016-17 should have been with us by March 2018, however three months later we are still awaiting a significant number of these to be submitted.

This delay has a knock on effect on establishing the National Average Earnings for the subsequent GAC year, and frustrates the process and our ability to work with those 2017-18 GACs that are already starting to be submitted.

If your 2016-17 GAC has yet to be submitted, could we respectfully ask, as a courtesy to your fellow GPs and to the staff in our offices who have the task of processing the GACs for you, that you attend to this omission as a matter of urgency.

Your assistance with this would be appreciated.

Scottish Workload Formula (SWF) Quarterly Calculation

The Scottish Workload Formula is recalculated every quarter (April, July, Oct and Jan) using the practice patient list size as at the 1st day of the Quarter.

Your patient list as at 1st July will be used to inform the SWF to recalculate the amount payable under Global Sum, for the months of July, August and September. All subsequent Quarters' Global Sum calculations will follow the exact same principle.

Please note that where a practice is currently in receipt of Minimum Income Guarantee payment, that payment is **not** recalculated on a quarterly basis.

The Minimum Income Guarantee has now been set as at 1st April 2018.



Important Updates

Doctors' and Dentists' Review Body (DDRB) – PAY Review

We have received a number of enquiries following the recently published SG circular PCS(AFC)2018/1: Pay And Conditions For NHS Staff Covered By The Agenda For Change Agreement, asking if the 3% rise will apply to GPs as well.

The pay and conditions for GPs is not covered by the above circular. GP remuneration comes under a different review Body, namely the DDRB.

As yet there has been no 2018-19 circular issued regarding their review, and therefore until such time as the circular is published we cannot confirm what the 2018-19 pay arrangements are.

Please be assured, when they are known to us, we will use the Good Practice Newsletter to convey the details.

Golden Hello Payments

We have had a few queries regarding Golden Hello payments recently.

We can confirm that Tax, National Insurance and where applicable, superannuation are all payable.

NHS Circulars, Guidance & Information

- 2018-03-01** Application form to register permanently with a general medical practice
[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)01.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)01.pdf)
- 2018-04-01** GP premises sustainability loan scheme 2018-19: notes of interest, amount of loan and priority categories
[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)02.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)02.pdf)
- 2018-04-01** General Medical Services Statement of Financial Entitlements for 2018-19
[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)03.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)03.pdf)
- 2018-04-01** Primary Medical Services (Directed Enhanced Services) (Scotland) Directions 2018
[http://www.sehd.scot.nhs.uk/pca/PCA2018\(M\)04.pdf](http://www.sehd.scot.nhs.uk/pca/PCA2018(M)04.pdf)

Historic circulars can be searched on:

<http://www.publications.scot.nhs.uk/>



Banner Supplies – IT Consumables Framework

We have been asked by the Scottish Government Collaborative & Scottish Government Procurement Division to bring to GP Practices' attention several frameworks that could benefit you in procuring goods and services.

The first of these articles relates to IT Consumables and we append a flyer to the end of this month's newsletter.

The contact for these articles is:

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Important Dates

Medical Payment date for June: Friday 29th June 2018

Earliest date from when e-Statements may be available: Tuesday 26th June 2018

Medical Payment date for July: Tuesday 31st July 2018

Earliest date from when e-Statements may be available: Thursday 26th July 2018

Regional Office Contacts

All Regional office contact details are available on the Practitioner Services website.

If you cannot find a member of staff or their contact details are missing, please let us know and we will update the lists accordingly.

<https://nhsns.org/services/practitioner/medical/contact-us/>





GP Practice Authorised Signatory Mandate

We have been reviewing the mandates currently held on file and have concluded that these require tidying up, especially for those mandates that span multiple documents.

For these Practices this then involves looking up several documents to verify a signatory to a payment claim or patient registration.

During 2018, can we ask each practice to review their mandate and where there have been recent changes to GPs or Practice staff, please complete a fresh mandate with all practice signatories and submit it at your earliest convenience to your Practitioner Services regional office?

Going forward, can we also ask that where there is a change to the existing mandate, all parties to the mandate should sign to ensure the most up to date mandate contains all signatories on one document?

You can download a copy of the latest mandate below.

Thank you to those practices who have already updated their mandate.

<https://nhs.uk/services/practitioner/medical/payment-claims-and-pensions/practice-payments-mandates/>

External Events & Publications

2018 - Apr	NSS Public Health & Intelligence Local Intelligence Support Team bulletin
2018 - Sept	RCPSG Syncope – everyone’s problem
2018 - Sept	RCPSG Medicine24
2018 - Oct	RCPSG Glasgow Gastro Conference 2018
2018 - Oct	RCPSG Stroke 2018
2018 – Oct	RCPSG Returning Travellers: Exotic encounters, imported infections and visiting vectors
2018 - Nov	RCPSG Palliative Care Conference
2018 - Nov	RCPSG Breast Cancer Conference

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26th July 2018

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