



Good Practice

Issue 102

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Data Protection Update

Since the introduction of the new General Data Protection Regulation (GDPR) and the new Data Protection Act (DPA) 2018, everyone who deals with personally identifiable data (PID) has been at an elevated level of concern to make sure they don't fall foul of the new legislation. This applies to GP practices and Practitioner Services alike.

One of Practitioner Services' main responses has been to develop and publish a new Data Protection Notice (DPN) <https://nhsnss.org/services/practitioner/data-protection> specifically aimed at primary care practitioners (including GPs, dentists, opticians and community pharmacists) which explains the legal basis on which data flows from practices to us. We alerted you to this on 18th May 2018 via a Good Practice e-Bulletin and that notice continues to be available on our website. We are continuing to update it where we identify we can make improvements and make matters even more transparent and provide practices as data controllers with the information and confidence they need to continue to share PID appropriately.

We also updated our patient leaflet <https://nhsnss.org/media/2891/how-we-protect-personal-information-2018-rebrand.pdf> which could prove useful to you if you have patients who raise queries about what happens to their data beyond the GP practice. That leaflet and our DPN together with the information provided on the GPR form, provides patients with a multi-layered set of information advising what happens to their data.

In addition, the 2018 GMS contract sets out the role of the practice and the NHS Board as joint data controllers. When Practitioner Services process PID we are acting on behalf of NHS Boards and most often become a third data controller, either permanently (e.g. registrations) or temporarily (e.g. when transferring records to another practice).

Understandably, new legislation can bring confusion and we have seen a number of practices change their approaches to what data is shared routinely and on request. In this respect, some practices are incorrectly not sharing personal data where they are required to. Having seen a number of these now, we thought an article on dos and don'ts might be helpful to GP practices.



Data Protection Update

Do

- Continue to use NHS electronic services such as PARTNERS, eLinks, DocMan transfer, NHS Mail and NHS Board provided email services to share registration and medical record data
- Use NHS Board van services and Practitioner Services appointed couriers to send us patient identifiable data
- Continue to speak with us by telephone. If you are not sure that it is a valid call, ask for our switchboard number and call us back. If you have been dealing with us for many years and recognise our staff, you can still continue to deal with us by phone

Don't

- Use internet email accounts for sharing personal data
- Fax patient removals/letters etc. to us unless there is no other way
- Redact data when sending patient records or GPR forms to Practitioner Services – the sharing of that data is required for the proper function of the NHS
- Pass patient access to records requests or requests for current records to Practitioner Services – that responsibility still lies with the practice as data controller to respond to



Important Updates

GP IT Re-Provisioning Project – Update July 2018

The GP IT Re-Provisioning Project has now completed the Bidder Negotiation Phase of the **GP IT as a Managed Service Procurement** and, on Monday 2 July 2018, all three Bidders were issued with an **Invitation to Submit Final Bids**.

Bidders now have until **Monday 13 August** to make their **Final Bid submissions**.

During the Negotiations, all Bidders expressed concerns regarding their ability to deliver against all of the NHSScotland requirements in the timescales requested within the contract.

The original timescale for delivery of all Tranche One requirements was six months (including testing) from Framework Signature, with 12 months (including testing) for delivery of all Tranche Two requirements.

As a result of this, all Bidders were asked to provide an honest viewpoint on the timescales they felt would be achievable for Tranches One and Two. In all cases, responses suggested that developments would take at least 12 months for Tranche One, and 18 months for Tranche Two.

Meetings were then held with Subject Matter Experts and the project's Governance Groups to discuss potential timescale changes and the risks and mitigations around any such changes.

All agreed that, whilst further delays would be extremely disappointing and frustrating for clinicians, GP Practices would, on balance, rather wait for functionally rich (particularly in the areas of Prescribing, Call/ Recall and Reporting) and well tested IT systems, than rush through poorer quality systems with insufficient Scotland-specific functionality.

It was therefore agreed that **12 months to achieve Tranche One** and **18 months to achieve Tranche Two** (including testing) would be acceptable.

This means that any Service Provider successfully awarded to the GP IT as a Managed Service Framework, must have their system ready, tested and **fully accredited** by the **end of November 2019** at the latest.

Cohorts of GP Practices will then be able to run their mini competitions and choose the GP IT system that is most appropriate for their specific needs.

It is estimated that the earliest date at which a new GP IT system will go live in a GP Practice will be **April 2020**.

The following table outlines the remaining Project Milestone Dates.

The dates in red are indicative and are subject to change depending on the final outcome of the procurement process and the subsequent Implementation Planning activity.

The Project Team will be working closely with all regional Health Boards, between now and April 2020, to devise robust and detailed implementation plans:



Project Milestone Dates

Procurement Stage	Milestone	Date
Final Bids	Invitation to Submit Final Bids Issued	02/07/2018
Final Bids	Final Bid Submission Deadline	13/08/2018
Final Bids	Final Bid Evaluation Period (Evaluation team of over 50 GPs, Practice Managers, Health Board Facilitators and other key Subject Matter Experts)	10/09/2018 - 12/10/2018
Final Bids	Preferred Bidders Announcement	19/10/2018
Award	Contract Award	30/10/2018
Award	Contract Signature	23/11/2018
Implementation	Service Providers Develop Tranche 1 Requirements	23/11/2018 – 23/11/2019
Implementation	NSS & Regional Board Testing Preparation	01/10/2018 – 31/01/2019
Implementation	Iterative Testing	01/02/2019 – 31/09/2019
Implementation	Health Board Readiness Preparation	01/11/2018 – 23/11/2019
Implementation	GP Practice Cohort Formation	01/04/2019 – 23/11/2019
Implementation	Training Planning	01/06/2019 – 23/11/2019
Implementation	Final Accreditation Testing (Tranche 1)	01/10/2019 – 23/11/2019
Implementation	Mini-Competitions Begin	01/12/2019
Implementation	Mini-Competition Awards Begin	15/02/2020
Implementation	GP Practice Deployment Commences	01/04/2020
Implementation	GP Practice Deployment Completes	01/09/2022



Flu Vaccine Season 2018-19

Pre-season ordering

Ordering for the 2018-19 flu season will open on 1 August 2018.

From this date you will be able to place pre-orders for adult influenza vaccine.

The first deliveries to practices are planned for the week commencing 17 September 2018.

Placing orders

You will be able to place orders via OM Marketplace (the same as last year) using the log-in details provided to you last year. Your username will be your email address.

If you have forgotten your password you can request a new one using the 'Forgot password?' link on the OM Marketplace log-in screen.

You can access OM Marketplace here: <https://www.ommarketplace.co.uk>

User details

Now is a good time to review who will be placing orders in your practice.

If there are any new staff that require access to OM Marketplace or if you need to update existing log-in details please contact OM Movianto on Flu.Scotland@Movianto.com or call 01234 248 623 and they will make the necessary changes for you.

It is important to ensure your contact details are up to date as OM Movianto will use these to send you key messages and updates throughout the flu season.

Deliveries

Your first delivery of flu vaccines will be made the week commencing 17 September 2018. Your scheduled delivery day will fall on the same day of the week as the last flu season.

A copy of the OM Movianto delivery schedule will be available on the Practitioner Services flu vaccine webpage if you wish to check your delivery day.

<https://nhsns.org/services/practitioner/medical/flu-vaccine-distribution>

Further Information

The Practitioner Services flu vaccine webpage will be updated shortly with useful information about the vaccines available for the 2018-19 season and who to contact within your health board if you have any queries.

The link to the page can be found here:

<https://nhsns.org/services/practitioner/medical/flu-vaccine-distribution>

OM Movianto will be in touch with you directly when ordering opens on 1 August 2018 with more information.

If you have any queries in the meantime please contact NSS.fluvaccineenquiries@nhs.net and someone will get back to you.



2018-19 Seasonal Influenza & Vaccination Campaign

We would like to advise Practices that we have further refined the requirements around Seasonal Influenza, 65 and over, and at risk under 65.

We will no longer ask you to submit a supporting list with your claim.

We will however ask you to ensure you have the means to produce such a list should you be called upon to do so by our Payment Verification teams.

You will still be required to provide a list with your claims for both Pertussis and Pneumococcal, which will be claimable on a quarterly in arrears basis. We will be reviewing these requirements in due course, and will advise if that review results in any change to the provision of lists here too.

We would like to remind practices that claims for Pertussis immunisations relate exclusively to pregnant and post natal women. Practices should ensure that any search that is used to generate claim numbers should exclude children and males. These patient groups may have been vaccinated; however they are not claimable under the Pertussis DES.

2018-19 claim forms and guidance will be available to download from our website soon. In the meantime please do not submit any 2018-19 claims on older versions.



Important Dates

Medical Payment date for July: Tuesday 31st July 2018

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

Medical Payment date for August: Friday 31st August 2018

Earliest date from when e-Statements may be available: Tuesday 28th August 2018

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/>



2016-17 GP Annual Certificate (GAC) Submissions

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

The knock on effect being that you are negatively affecting the setting of the 2017-18 National Average Earning calculation, and compromising those GPs who, having submitted their 2017-18 GACs to us, are prevented from getting these applied, which in turn could adversely affect their cash flow.

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.

External Events & Publications

2018 - September	NSS Public Health & Intelligence LIST Annual Health & Social Care Gathering Event
2018 – Monthly	RCPSG Royal College Advanced Certificate in Clinical Education
2018 - September	RCPSG Syncope – everyone’s problem
2018 - September	RCPSG Medicine24
2018 - October	RCPSG Glasgow Gastro Conference 2018
2018 - October	RCPSG Stroke 2018
2018 – October	RCPSG Returning Travellers: Exotic encounters, imported infections and visiting vectors
2018 - November	RCPSG Palliative Care Conference
2018 - November	RCPSG Breast Cancer Conference
2018 – November	RCPSG Acute Medical Problems in Pregnancy for Physicians

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://nhsnss.org/services/practitioner/medical/contact-us/>

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