



# Good Practice

Issue 109

Mar 2019

## Primary Medical Services: funding for Dispensing General Practices.

A funding allocation has been made available for dispensing GP Practices in Scotland to support: Dispensing Staff Training; Falsified Medicines Directive; and Supporting Quality Improvement, all as per NHS Circular: [PCA\(M\)\(2019\)01](#). A claim form is attached at the annex to the circular and completed claims should be submitted to your Practitioner Services Regional office by 1<sup>st</sup> April 2019. If you have already submitted your claim to Practitioner Services, payment will appear on your March 2019 statement.

## GP Annual Certificate (GAC) Submission deadlines

Your 2017-18 GAC needed to be with us by Thursday 28th February 2019 to ensure guaranteed processing in March 2019 and therefore inclusion in the 2018-19 financial year. Any GAC submitted beyond this date risks being delayed until April 2019 processing and thus missing inclusion in the 2018-19 financial year for accounting purposes.

There was an error in previous correspondence which suggested that scanned GACs were acceptable. This is not the case, and all GACs must be sent via the Postal or Courier Services. For auditing purposes it is imperative that all certificates submitted to us have the original inked signature on page 5. If this is not the case you will be returned the form and experience further delay.

## SPPA – Employer Contribution Rate

Practices may have seen SPPA circulars indicating that Employer Contribution Rates are to be increased from 14.9% to 20.9% with effect from April 2019.

SG, SPPA and the BMA are currently discussing how to mitigate this change, including considering how to route increased funding to meet this cost. Practices should not plan to make increases to their payments to Practitioner Services or SPPA for the time being.

Further details will be provided once it is agreed how to implement this.



# New Director Appointment



**Martin Bell**

After 11 years as Director I will be retiring at the end of March.

It has been a pleasure to work with the General Practice Community and to help deliver the services that are so valued.

My successor is Martin Bell.

My thanks to you all for your support and positive comments and I wish you well for the future.

**David Knowles,**  
**Director,**  
Practitioner & Counter Fraud Services.

## Martin Bell Biography

Martin is originally from Blairgowrie and has worked in the medical/health sector for 27 years, first in the military and latterly in the NHS. Prior to this he ran his family business for 6 years.

Martin joined NSS in 2013 as Associate Director for Planning, Performance and Service Delivery. Working with the Chief Executive and Board to ensure the organisation's vision and plans were aligned to strategic thinking and then ensuring measures of success were monitored and pursued.

Martin was fortunate to spend 15 months in NHS Fife supporting that Board in its plans to root out unwarranted variation in care and wider service provision. This work ensured NHS Fife was able to meet its fiscal requirement to balance. More recently, Martin has led the NSS team that has planned and delivered contingency arrangements for clinical waste management across NHS Scotland.

Having studied his first degree through to Open University Martin gained his Masters in 2011. With a professional interest in Major Incident Medical Management (MIMMS) he instructed in this area through the Faculty at the Royal Centre for Defence Medicine. He is also a Fellow of the Institute of Healthcare Managers.

Militarily, Martin graduated from RMA Sandhurst in 1992 and was an officer in the Royal Army Medical Corp, fulfilling a number of appointments, until 2013. Highlights included commanding 200 medics in Iraq in 2003, delivering primary and emergency care including dental, psychiatric and environmental health functions. In 2007/8 he returned to Iraq taking on overall command of all coalition medical forces, delivering pre-hospital emergency care, a small trauma hospital and all general medical and dental practice, physiotherapy, community psychiatry and public health teams.

Following a Masters through Kings College London, Martin deployed to Afghanistan as Deputy Medical Advisor to all NATO forces in Helmand and Nimroz Provinces. There he led the medical planning and governance and also designed and set-up a joint ambulance service for the local Afghan Army and Police. His last role in the military was to lead the transformation of Primary Care from three separate organisations into a single joint entity.

Outside work Martin's hobbies include rugby, playing for his local club, Kinross and hill walking, supporting his local DofE group as a mountain leader.

Married to Sue he has three children, Samantha (29) a primary school teacher, Alex (17) hoping to do Mechanical Engineering at university and Milly (11) a budding artist. He also has two grandchildren, Angus (3) and Isla (1).





# Primary Care Information (PCI) Quarterly Count Dashboard

## Scottish Workload Formula & Global Sum Payment

The PCI Team has developed a new dashboard which will help practices understand the quarterly changes in their Global Sum Payment.

The practice share of the Global Sum is calculated using the Scottish Workload Formula which weights the practice list by age, sex, morbidity and life circumstance factors to determine the amount the practice is due to be paid.

A detailed explanation of the Scottish Workload Formula can be found in the Statement of Financial Entitlement - Annex B: <https://www.sehd.scot.nhs.uk/pca/PCA2018sfe.pdf>

The new Demographic dashboard features the following:

- More detailed age group/SIMD profiles.
- Data on patients living in care homes.
- Data on patients registered in the last year.
- Quarter on quarter changes.

The data is available in chart format, and can also be downloaded to CSV. This will be updated quarterly. The PCI dashboards provide a single access point for GPs and practice staff to see health care information for their GP Practice and Cluster. The information is delivered through a set of Tableau dashboards, and show comparisons at Scotland, NHS Board and HSCP. If you do not already have access to the dashboard click on this link to register:

<https://www.isdscotland.org/Health-Topics/General-Practice/PCI/>

## Data Quality Exercises

As well as registering/removing patients Practitioner Services carries out a range of exercises to maintain the data on the Community Health Index (CHI) to ensure it is up-to-date and accurate. This is important so that the data held on CHI and with GP Practices is consistent and up-to-date and also because the data on CHI is used extensively by NHS Boards and Screening Departments.

A number of these exercises involve us using data from other agencies and at the moment some work is being carried out on the NHS Central Register (NHSCR).

NHSCR holds civil registration information and the Health Board area where a patient is registered and as part of their work, they have identified a number of patients who have transferred to another Home Country, left the UK or died. Some of this information may have changed a number of years ago and for some reason there has been no previous notification to Practitioner Services so we are working to establish if this information is both correct and up-to-date. This may mean an increase in enquiries from our Data Quality teams as we do not want to remove any patient where the information has not been verified.

If you have any enquiries about this please contact your local Data Quality Team.



# 2018-19 Seasonal Influenza Programme

## Denominator Submissions

GP Practices are requested to send to us a single figure for the total number of patients (i.e. a denominator figure) who are in eligible groups within their practice area as part of their immunisation claim.

The groups to include are as listed in NHS Circular: PCA(M)(2018)06, ie:

- (a) 2 to 5 year old children (inclusive) not in any “at-risk” group,
- (b) 2 to 5 year old children (inclusive) in “at-risk” groups,
- (c) 6 months to 2 years (exclusive) in “at-risk” group,
- (d) 12 years to 18 years (exclusive) in “at-risk” group, and
- (e) 18 years to 65 years (exclusive) in “at-risk” group

This information should be submitted by 31st March 2019 through our on-line survey tool:

<https://www.nsssurvey2.scot.nhs.uk/index.php?r=survey/index/sid/293919/lang/en>

This information is very important to Health Protection Scotland (HPS) in validating their in-season vaccine uptake estimates which are reported in their weekly report: <https://www.hps.scot.nhs.uk/resp/index.aspx>

## Year-end Claims

Please note that the cut-off date for Year End Seasonal Influenza claims is Friday 8th March. As stated in an earlier Good Practice Newsletter there is no need to submit a CHI list with the claim forms.

## Important Dates

### February 2019 Payment

Medical Payment date for February: Thursday 28<sup>th</sup> February 2019

Earliest date from when e-Statements may be available: Monday 25<sup>th</sup> February 2019

### March 2019 Payment

Medical Payment date for March: Friday 29<sup>th</sup> March 2019

Earliest date from when e-Statements may be available: Tuesday 26<sup>th</sup> March 2019

## 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/>



# GP IT Re-Provisioning Project

NHS National Services Scotland has now signed Framework Contracts with **EMIS Health** (Egton Medical Information Systems Limited), **Microtest Ltd** and **Vision Health** (InPractice Systems Ltd) for the supply of GP IT systems as a Managed Service to GP Practices across NHS Scotland.

All three Suppliers now have 12 months to develop their systems to meet the first tranche of Scottish requirements and become accredited systems that are approved for use in Scotland. It is estimated that the earliest date at which a new GP IT system will go live in a GP Practice will be **June 2020** and the new systems will be rolled out across Scotland over a period of approximately 30 months. GP Practices can be assured that, until they migrate, their existing systems and services will continue to be supported by their current suppliers under the existing contract arrangements.

Please find attached a formal letter from Colin Sinclair, Chief Executive of NHS National Services Scotland, and Jenny Bodie, Chair of the GP IT Re-Provisioning Project Board, detailing the outcome of the GP IT as a Managed Service Framework procurement.

Frequently Asked Questions will be published and regularly updated at: <http://www.gpit.scot.nhs.uk/faqs/>

You will find all the latest news and updates at: <http://www.gpit.scot.nhs.uk/news-events/>

Should you have any other questions or queries, please do not hesitate to contact the Project Team via: [NSS.GPITRe-provisioning-scotland@nhs.net](mailto:NSS.GPITRe-provisioning-scotland@nhs.net)

Kind regards

**The GP IT Re-Provisioning Project Team**

[www.gpit.scot.nhs.uk](http://www.gpit.scot.nhs.uk)

(Please note: this website is currently accessible to Scottish NHS users only. It is configured for most major browsers with no add-ons or configurations. Should you experience problems viewing the contents, please delete your cache and turn off Compatibility View.)

## 2019 External Events & Publications

- March** | RCPSG | [Medicine for All: Haematology](#)
- | RCPSG | [Medicine for All: Renal](#)
- | RCPSG | [Neurology](#)
- | RCPSG | [Interactive Cardiology Conference](#)
- | RCPSG | [Assessment Writing – 19 March 2019](#)
- | RCPSG | [President's Leadership Lecture](#)
- | RCPSG | [Academy of Clinical Educators Conference](#)
- | RCPSG | [A Natural History of Human Milk](#)
- April** | RCPSG | [Thinking 3D: On the Fabric of the Human Body](#)
- | RCPSG | [Travel Medicine Roadshow: Glasgow](#)
- May** | RCPSG | [Travel Medicine Roadshow: Manchester](#)
- | RCPSG | [Travel Medicine Roadshow: Newcastle](#)
- | RCPSG | [Medicine for all: Endocrinology](#)
- | RCPSG | [Medicine for all: Neurology](#)
- | RCPSG | [Visualising Medical Heritage and Virtual Reality](#)





# 2019 NHS Circulars, Guidance & Information

**2019-01-14** Seasonal influenza: use of antivirals 2018-19

[https://www.sehd.scot.nhs.uk/cmo/CMO\(2019\)01.pdf](https://www.sehd.scot.nhs.uk/cmo/CMO(2019)01.pdf)

**2019-02-04** Primary Medical Services: funding for dispensing general practices.

<https://www.sehd.scot.nhs.uk/index.asp?name=&org=&keyword=%28M%29&category=7&number=10&sort=tDate&order=DESC&Submit=Go>

*Historic circulars can be searched on:*

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

## Forms, Mandates & Other Documents

We routinely update our standard forms and upload these to our website where GP Practice staff can download the latest versions and submit them to the correct regional office address. Last month, we advised you that we recently amended the Aberdeen Regional Office address on those forms where the address is integral to the form. We would ask that if you hold blank printed copies as stock, please destroy these and download a form only when you need to use one.

We continue to receive older versions of forms and again would ask that you don't hold a stock of blank forms, but instead download a fresh form from our website, thereby ensuring the correct data is captured. For instance, we recently updated the GP Practice Authorised Signatory Mandate and added a section advising on the purpose of the form and the need to complete it fully each time with all GP Practice signatories. This allows us to look up one mandate for the GP Practice and not several individual documents until we find the signatory we are looking to authenticate.

Your continued assistance is appreciated. The following are the forms we have updated and should be completed going forward:

GM-CF-SF001	GP Practice Authorised Signatory Mandate	(downloadable)
GM-CF-SF002	Guidance - Influenza & Vaccination Claims	(downloadable)
GM-CF-SF003	Annual Influenza Claim Form	(downloadable)
GM-CF-SF004	Quarterly Vaccination Claim Form	(downloadable)
GM-CF-SF005	GP Annual Certificate of Pensionable Profits Guidance Notes	(downloadable)
GM-CF-SF006	GP Annual Certificate of Pensionable Profits	(downloadable)
GM-CF-SF007	Notification of Estimated Pensionable Profits	(downloadable)
GM-CF-SF008	Pharmacy Contractor Bank Mandate	(contact regional office for a copy)
GM-CF-SF009	GP Practice Bank Mandate	(downloadable)
GM-CF-SF010	Dispensing Doctors Bank Mandate	(contact regional office for a copy)
GM-CF-SF011	e-Statement Mandate	(downloadable)

The Palliative Care form is being updated and will be uploaded in due course.

## Good Practice Contact

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**Next Newsletter**

**Issue: 110**

**26<sup>th</sup> March 2019**

To: Health Board Chief Executives  
Health Board Directors of Finance  
Health Board eHealth Leads  
Health Board GP IT Facilitators  
General Practitioners  
Practice Managers  
Primary Care Leads  
Local Medical Committees (LMCs)  
Health and Social Care Chief Officers

1 February 2019

Dear Colleague

### **Outcome of the GP IT as a Managed Service Framework Contract Procurement**

This letter confirms the outcome of the recent GP IT as a Managed Service procurement for the future provision of core GP clinical systems to NHSScotland.

Following a robust and rigorous procurement, managed by NHS National Services Scotland and overseen by the national GP IT Re-Provisioning Project Board, **EMIS Health** (Egton Medical Information Systems Limited), **Microtest Ltd** and **Vision Health** (In Practice Systems Ltd) have all been appointed to the Framework.

The successful tenders demonstrated a strong commitment and ability to meet core GP IT clinical and technical requirements and the wider Primary Care agenda, as well as further integration with NHSScotland's wider digital infrastructure and strategic requirements.

The new GP IT as a Managed Service Framework Agreement is effective for 60 months from Contract Signature. One contract will be called off by NSS, on behalf of NHSScotland GP Practices, for each supplier selected from the Framework. These Call Off Contracts will then be valid for seven years, with options to extend up to a maximum of 10 years. The overall estimated contract value is £9.4m per annum (approximately £65m over seven years).

All three Suppliers now have 12 months to develop their systems to meet the first tranche of Scottish requirements. Each system must be successfully tested and accredited by NHSScotland before being eligible to take part in mini competitions and be awarded a call off contract for the supply of services to GP Practices in Scotland.

A GP IT Implementation Project Team is now being established, in conjunction with the Territorial Boards, to help Boards and GP Practices to prepare for the selection of, and transition to, the new GP IT systems and processes. It is estimated that the earliest date at which a new GP IT system will go live in a GP Practice will be June 2020 and systems will be rolled out over a 30 month period.

GP practices can be assured that, until they migrate, their existing systems and services will continue to be supported by their current suppliers under the existing contract arrangements.

FAQs will be published and regularly updated at <http://www.gpit.scot.nhs.uk/faqs/>

If you have any further queries please e-mail [NSS.GPITRe-provisioning-Scotland@nhs.net](mailto:NSS.GPITRe-provisioning-Scotland@nhs.net).

Yours sincerely

**Colin Sinclair**



**Chief Executive  
NHS National Services Scotland**

**Jenny Bodie**



**Chair  
GP IT Re-Provisioning Project Board**