



Weekly Inbox

18 MAR 2019 Issue 314

YOUR WEEKLY INBOX

The Weekly Inbox is produced by the Ipswich and East Suffolk Clinical Commissioning Group for circulation in your practice, to provide you with essential clinical guidance and useful support.

The key below indicates the intended audience of each article:

GP: GPs
PM: Practice Manager
Ad: Administrative staff (including medical secretaries, receptionists)
PN: Nurses (including HCAs, Practice Nurses, ANPs)
OC: Other clinicians (including ECP, Pharmacists)

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FOR ACTION

PM

1 QOF Year End 2018/19 Actions Required

Preparation and actions for the 2018/19 year-end QOF collection must be completed by the deadlines indicated. This will enable NHS Digital to collect your 2018/19 QOF achievement payments and calculate 2019/20 aspiration payments.

Preparation actions required:

- 1. Make sure you have agreed to participate in the QOF 2018/19** information collection within CQRS. If you are unsure, please contact Claire Pemberton as a matter of urgency.
- 2. You will also need to manually input achievements for the following four required manual indicators. This can be completed at any time but must be submitted by midnight on 31 March 2019.**
 - PC002 – Palliative Care
 - SMOK003 – Smoking
 - CS001 – Cervical screening
 - CS004 – Cervical screening

Please see the QOF manual indicators guide on [the website](#) for details on how to manually input for the four above indicators.

If you don't complete the above two steps, you will not be able to declare QOF 2018/19 achievement for payment, and payments may be delayed.

3. Agree to participate in QOF 2019/20 within CQRS. You should have received an offer for this from your NHS England Local Office or CCG. To view and accept the service, you must manually change the financial year to 2019/20 under the *Participation Management* tab. **Agreeing to participate must be completed by midnight on 29 March 2019.**

4. Please then work through and **complete all the relevant actions in the QOF 2018/19 year-end checklist** on [the NHS Digital website](#).

All four preparation steps above must be completed to ensure 2019/20 aspiration payments are calculated. If you do not complete all steps, your aspiration payment for April 2019 may be delayed.

The QOF data will be collected via GPES from 1–3 April 2019. Data (including achievement data) will be available to view in CQRS from 5-6 April 2019. **This information will be used to calculate payment.**

Please see further CQRS updates for details. NHS Digital will be distributing an update on Monday 8 April 2019 to inform individuals if the data collection has / has not been a success, and if you have not received data, what action needs to be taken in order to receive payment

Achievement summary report

Once your practice's achievement has been calculated, you can run the achievement summary report for QOF. For full details on how to do this, please refer to the [FAQs on the NHS Digital website](#).

If you have any further year-end related enquiries that have not been resolved through the year-end specific [FAQs on the website](#) please contact the following:

Technical support using CQRS system: support@cqrs.co.uk, 0800 440 2777, 8am-6pm Mon-Fri (excl. bank holidays).

Other year end queries: enquiries@nhsdigital.nhs.uk / cqrsfeedback@nhs.net

Training: [CQRS Training](#)

System: [CQRS log in](#)

Web: [GP Collections](#)

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2 Training and Education Feedback request

Thank you to those of you who attended the education and development event at Trinity Park on Thursday, which we hope you found useful.

Please take a couple of minutes to complete the [Feedback form](#). Your feedback is important to us and helps us with planning of future events. You can also request a certificate of attendance via the form. Many thanks for your time.

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FOR INFORMATION

3 Out of Hours Service starts 24 April – Rota Now Open for Booking Shifts

The Suffolk GP Federation will be commencing managing the Out of Hours service from 24 April.

The rota from 24 April to 31 July is now published so shifts can be booked.

If you have any queries, including how to book shifts please contact Rebecca or Delroy, the Fed's rota administrators on email:

GPOOH.Rotateam@suffolkfed.org.uk. If you are not yet registered on Rotamaster, please contact [Penny Flack](#).

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4 Living Life To The Full (LLTTF)

At the most recent Training and Education event, Professor Chris Williams presented on Living Life to the Full; an online self-directed programme providing low intensity CBT. It is an offer for anyone presenting with stress, anxiety and/or low mood giving instant access to practical help for managing mood. LLTTF has been piloted in Ipswich practices since July 2018 and has proven to enable patients to access help sooner.

LLTTF, run by Five Areas Ltd, is a life skills course that aims to provide access to high quality, practical and user-friendly training. LLTTF may well be familiar already to some clinicians who may use the public site. This licensed access for your practice provides even more resources for your use. The course content teaches key knowledge in how to tackle and respond to issues/demands which we all meet in our everyday lives. Courses cover low mood, stress and resilience which enables people to work out why they feel as they do, how to tackle problems, build confidence, get going again, feel happier, stay calm, tackle upsetting thinking, and more. Patients are able to access guided support from wellbeing practitioners if required. The course is currently available in English only and is for patients aged 18+.

Practice Managers have been emailed a [GP briefing](#) and copies of the leaflets, which are available now on DXS. We have also been handing out business cards and posters via the PM forum and the T&E event. If you haven't yet received any business cards please let [Emily Rawlinson](#) know.

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5 Dietetic Guidelines

The specialist infant formula guidelines (full and summary), infant formula patient information leaflet and diagnostic milk challenge guidance for parents as well as the adult sip feed guidelines (full and quick reference) have been updated. Please click [here](#) to access the guidelines. If you have any queries or comments regarding these, please contact the CCG's Prescribing Support Dietitian [Susan Clarke](#).

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6 OptimiseRx

(First Databank) FDB is aware that OptimiseRx users have experienced an interruption to the live web service on 15/03/2019. The interruption in the service may have affected use of the clinical system and some users may have seen an error message. The issue is now resolved and FDB is investigating the root cause.

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7 Clinician Welcome Pack

The CCG have developed a welcome pack for clinicians in general practice who are new to the area. The pack includes information about the CCG, training, services and useful contacts. A copy will be held on the CCG website [HERE](#) and we plan to keep it updated regularly.

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8 360° Survey - Thank you

Thank you to those of you who completed the 360 stakeholder survey recently. We had an 88% response rate from member practices, which is our best yet. We expect to receive the results of the survey in April.

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9 Local Vacancies

Please click the above link to see the current local GP and practice staff vacancies. New jobs have been added this week.

If you have a vacancy to advertise here and on our website, please contact [Stuart Graham](#).

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SOCIAL PRESCRIBING

10 Suffolk Walking Festival 2019

The Suffolk Walking Festival takes place from 11 May and 2 June. The CCG have a few booklets to distribute to practices, which will be delivered over the coming weeks. Please promote with your patients. Walks are ticketed and can be booked in person or by phone at Tourist Information centres or [online](#).

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11 Free activities + lunch for Children and Young People this Easter Holiday

'[Fit and Fed](#)' is a council run activities programme running this Easter holiday at 4 venues: Westbourne, Ipswich, Chantry and Stoke Academies. There are only 20 places available per venue and they will be allocated on who comes first, first served basis.

Programme eligibility:

- 10-14 years old (although in some cases we could stretch to 15 but depends on individual cases)
- Children who might be inactive, isolated and/or eligible for free school meals
- Children can bring a friend/sibling/cousin
- Children can attend every day at different venues, however we are unable to pay for transport

The [Fit and Fed programme](#), which takes inspiration from national charity StreetGames, enables children and young people who might be socially isolated, inactive or eligible for term time free school meals to attend fun filled sporting sessions followed by a healthy packed lunch. Sessions are free of charge.

Please send any completed [referral forms](#) to claudia.parrino@suffolk.gov.uk.

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INFORMATION GOVERNANCE

OC GP PM Ad PN

12 Former Council Officer Fined for Breaching the Data Protection Act 1998

Kevin Bunsell, who worked for Nuneaton and Bedworth District Council as its Head of Building Control, has been prosecuted after he sent copies of rival candidates' CVs and referee details to his partner's personal email address, after his partner applied for a job at the council in July 2017. He was fined £660 and ordered to pay almost £800 in fees. [Read the ICO press release here.](#)

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EDUCATION & TRAINING

OC GP PM Ad PN

13 Mental Health and Emotional Wellbeing Education Series – Tuesday 2 April

The next in our series of education sessions is on **Tuesday 2 April 2019**. Following his brief but engaging 10 minutes at Trinity Park in February, our first speaker will be Jon Neal from Suffolk Mind, who will be expanding on the emotional needs and resources model and the importance of getting *Your Needs Met*. Our second speaker will be Dr Paul Everden, Practice Development Associate Tutor from UEA on consultation skills and how great communication skills can motivate patients and result in fewer referrals. [View Flyer](#)

Time: 6.45pm for dinner, with 7.30pm start, 9.30pm close.

Venue: Trinity Park Conference and Events Centre - Bucklesham suite

These sessions are open to all primary care staff in Ipswich and east Suffolk but places are limited so to book your place, please contact shelley.mitchell1@nhs.net.

You can also book in advanced for any of the upcoming sessions; the programme for the rest of the year is as follows:

- Tuesday 7 May - Depression & Anxiety
- Wednesday 5 June - Dementia
- Tuesday 2 July - Children and Young People
- Thursday 19 September - 10-minute CBT
- Wednesday 16 October – topic tbc
- Tuesday 12 November – tbc
- Wednesday 4 December - tbc

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PN

14 Introduction to COPD workshop

Following excellent feedback from workshops run over the last 6 years - Sally Harris and Deirdre Siddaway, on behalf of the Suffolk Respiratory Group, are offering a 2 day workshop in Ipswich as an introduction to COPD.

The Suffolk Respiratory Group is a primary care nurse led group, affiliated to the Primary Care Respiratory Society – UK and provides interactive and educational events for Healthcare Professionals who care for people with respiratory diseases.

COPD Day 1 – Friday 5 April 2019, 09.00-16.00

Brief outline of the day: What is COPD? Anatomy and Physiology, Diagnosis, history taking, objective testing, Drug treatments and non-pharmacological management, Delivery devices

COPD Day 2 – Friday 10 May 2019, 09.00-16.00

Brief outline of the day: Management of acute COPD, Self-management plans, Running a clinic, At risk groups

Both these workshops will be at The Holiday Inn Orwell, The Havens, Ransomes Europark, Ipswich IP3 9SJ

The sessions have been carefully designed for Practice Nurses new to the management of patients with COPD. The workshops will follow National Guidelines, be interactive and give confidence to Nurses to run respiratory clinics. Attendance of both days is essential and places will be limited.

For more information, please contact Sally or Deirdre using the Suffolk Respiratory Group email: suffolkrespiratorygroup@gmail.com

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15 PACT (Primary care and Community care Training Hub)



Suffolk & North East Essex
Primary Care Training Hub

Ipswich & East Suffolk CCG are working together with neighbouring CCGs, representatives from primary and community care services and training providers to address workforce and workload challenges to ensure that we have the right number of health and care professionals with the right skills to meet the evolving needs of local people.

Please follow the link to [PACT Training Hub Newsletter Issue 75](#).

If you would like to sign-up to the newsletter or have any training queries or suggestions, please email PACT@suffolkch.nhs.uk.

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CONTACT

- 16 Your views and feedback are very much appreciated. If you have any comments, suggestions or contributions for inclusion in The Weekly Inbox, [please email us](#).

If you are not currently on the regular distribution list for the Weekly Inbox but would like to be, you can [sign up here](#).

For queries relating to contracts, please email IESCCG.gp-contract-queries@nhs.net with **Contracts** in the subject line.



Safeguarding Children is Everyone's Responsibility: news, guidance and resources can be found on the [CCG's Safeguarding Children webpage](#).

Please follow the link for **Safeguarding Adult** information [CCGs Safeguarding Adult webpage](#) and click [here](#) for local information

- [Bookmark the CCG website](#)
- [Latest news from the CCG](#)
- [Who's who in the Clinical Executive](#)
- [Useful links to NHS and other websites](#)
- [Ipswich and East Suffolk Falls Directory](#)
- [Referrals, Briefings and Pathways](#)
- [Download Digital Campaign Resources](#)
- [NHS England](#)



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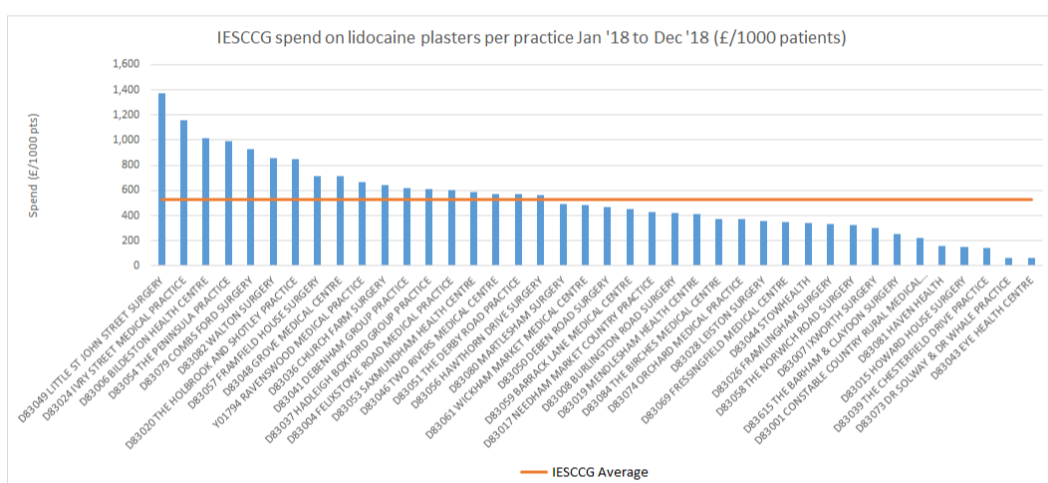
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CHART OF THE WEEK

- 17 We are often asked for more comparative information to enable practices to know where they stand on a variety of indicators in comparison with other practices. Therefore, we publish a chart every week on a variety of topics.

Please [let us know](#) if there are any topics that you would find it useful for us to cover.

This week we are looking at **Lidocaine Plasters spend**.



[Click on chart to enlarge](#)

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