



# The Humberside Group of Local Medical Committees Ltd

Newsletter: 16 April 2018

The LMC Newsletter is a round-up of interesting news and information for GPs and Practice Managers in Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire. You can read from top to bottom or alternatively, use the contents section to jump to items of interest. Items marked with a \* and in orange on the content list are highlighted either because of their importance or because they contain information you may not yet have seen elsewhere.

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## TRAINING, EVENTS & OPPORTUNITIES

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### Ten Top Tips for Employers Event

**How to engage, retain and manage a stable workforce**

**Wednesday 6 June 2018, 08:00-10:00**

**Rollits LLP, Citadel House, 58 High Street, Hull HU1 1QE**

This event, presented as part of Humber Business Week 2018, will explore how employers can find and keep good employees. Presented by Rollits' specialist employment team, this seminar will highlight their experience of the employment tools that have led to the successful recruitment and retention of employees. Other top tips will focus on recruitment, striking the all-important work/life balance, employee rewards and positive performance management.

This is a free event and places can be booked online at [Eventbrite](#).

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### General Practice Awards 2018 –Nominations Open

Healthcare professionals can now nominate colleagues for the annual General Practice Awards. The HCP Awards will recognise GPs, nurses, pharmacists, practice managers, healthcare leaders and clinical teams who are making an outstanding contribution to patient care. In total there are 12 categories and you can nominate yourself, your colleagues or your team. New for 2018 is the People's Choice Award: Surgery of the Year which will be decided by a public vote.

The awards ceremony will take place in London on 30 November 2018. Full details of all award categories and how to submit nominations can be found at [www.generalpracticeawards.com](http://www.generalpracticeawards.com)

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### Vacancy – GP Representative, Department of Health and Social Care's Advisory Committee on Borderline Substances

Expressions of interest are sought for this role on the ACBS, the Department's expert committee that advises the Secretary of State for Health on borderline substances (foodstuffs and cosmetic products) that are safe and suitable for NHS prescription in the community.

The committee receives around 70 applications a year from manufacturers wishing to have their product included on the ACBS list. Members are responsible for attending ACBS meeting where they act as rapporteur for selected products. The committee member leads discussion and then, in agreement with the rest of the committee, completes a detailed summary sheet reflecting the committee's decision.

Members need to be able to deploy a range of skills around information assimilation and presentation, interrogation and understanding of research findings, communication, insight into the challenges facing patients in the community and ability to represent the patient viewpoint.

The formal advert can be accessed via the link below and the closing date for applications is midday on Friday 27 April:

<https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/recruitment>

Any questions should be directed to Stuart Merritt at the Department of Health and Social Care via email [stuart.merritt@dh.gsi.gov.uk](mailto:stuart.merritt@dh.gsi.gov.uk).

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## **Safeguarding Children Training for GPs - Hull**

**Wednesday 13 June 2018, 13:00-17:00**

**David Lloyd Fitness Centre, Raich Carter Way, Kingswood, Hull HU7 4HS**

The training will meet core level 3 competencies and will contribute to meeting the wider safeguarding children competencies, as outlined within the revised intercollegiate document which are required of all GPs. Speakers for the sessions will include the Named and/or Designated Doctors for Safeguarding Children.

The event opens at 13:00 with a buffet and registration with the training starting at 13:30. To make a booking please email the CHCP Safeguarding Children Team at

[CHCP.safeguardingchildretraining@nhs.net](mailto:CHCP.safeguardingchildretraining@nhs.net).

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## **Celebrating General Practice 2018 Event**

**Friday 11 May 2018, 19:00-23:00**

**Cave Castle Hotel and Country Club, South Cave, Brough HU15 2EU**

RCGP Humber and the Ridings Faculty invites practice teams to this celebration event. Chaired by Dr David Rose, Chair RCGP Humber and the Ridings, the evening will celebrate the inspiring work of GPs and practice staff.

Guests will enjoy a three-course meal, musical entertainment and tales from inspiring speakers in celebration of the work, commitment and talent of our local colleagues in the after-dinner awards.

Nominations are now open for the following categories:

- Outstanding contribution to General Practice
- Most innovative practice
- Inspiring emerging GP
- Unsung hero

[Download a nomination form](#) (Word). The deadline for award nominations is 27 April 2018.

This event is free to RCGP Humber and the Ridings members. Guests and non-members are welcome for £35 per head. [Download the event flyer](#) (PDF).

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## **NHS England North Learning Event Domestic Abuse in Primary Care**

**Wednesday 18 April 2018, 10:00-16:00 (refreshments and registration from 09.30)**

**Horizon, Third floor, 2 Brewery Wharf, Kendall Street, Leeds LS10 1JR**

NHS England North in partnership with NHS Leeds CCG and the Safer Leeds Domestic Violence Team are holding a learning event "Ask the Question. Break the Silence: Introducing Routine Enquiry in General Practice".

To book a place please use the following link: <https://www.events.england.nhs.uk/events/leeds-routine-enquiry-conference>

If you have any questions please contact the regional safeguarding team via [england.northsafeguarding@nhs.net](mailto:england.northsafeguarding@nhs.net)

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## **Patient Participation Awareness Week 2018**

**Monday 4 – Saturday 9 June 2018**

Organised by the National Association for Patient Participation (N.A.P.P), this awareness week aims to promote the role and benefits of PPGs to patients, the public and health professionals, to create more understanding of the value of true patient participation also to promote the support available from N.A.P.P.

The theme of the organisation's national campaign for this year is 'Patients, Power and Partnerships' and they are using the awareness week to promote the value of Patient Participation Groups (PPGs). Practices are urged use the week to promote the activities and achievements of PPGs.

A resource pack has been published to help practices plan events and promotion – it includes suggested activities, draft press releases and publicity materials. [Download the resource pack](#) (Word).

We are interested to hear about any examples of active PPGs, recent activities or any plans practices have for Patient Participation Awareness Week for inclusion in our next newsletter – please let us know your plans by emailing [humberstone.lmcgroup@nhs.net](mailto:humberstone.lmcgroup@nhs.net).

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## **Hull and East Yorkshire Respiratory Education (HEYRespEd) Event**

**Respiratory Disease and Mental Health: In Practice**

**Wednesday 18 April 2018, 18:30-21:00**

**Pavilion Suite, Lazaat Hotel, Cottingham HU16 5SX**

This event will include:

- Respiratory Disease and Mental Health: Dr Maria Kallikourdi, Adult Psychiatry
- Let's Talk Service – Kirsty Beautridge, Psychological Wellbeing Service Development Practitioner
- Cognitive Behavioural Therapy – Dr Dan Southall, Clinical Psychologist

Please register for this event by e-mailing [heyresp@gmail.com](mailto:heyresp@gmail.com).

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## **Portfolio GP Career Conference**

**Saturday 19 May 2018, 09:00-17:00**

**Leeds Trinity University, Leeds, LS18 5HD**

Organised by Inspired Medics, this one day conference will focus on creating a portfolio GP career and connecting with other portfolio medics. There will be 20 speakers with diverse portfolio careers

who will share their tips and experience. There will be opportunities to have a 1-1 chat with speakers to ask individual questions.

Full details of the event, which entitles attendees to 6 CPD hours, can be found at <https://www.inspiredmedics.co.uk/careersconferenceinfo>. Bookings can be made via [Eventbrite](#) and a reduced standard delegate rate applies until 19 April.

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## **Yorkshire Medical Chambers Sessional GPs Northern Conference**

**Saturday 9 June 2018, 09:30-15:30**

**National Railway Museum, York**

Keynote speakers at this one day event will be Dr David Geddes, Director of Primary Care Commissioning Operations and Information Directorate, NHS England on the new models of care and Dr Richard Vautrey, Chair of the BMA's General Practitioners Committee on the changing face of primary care.

The day will also include breakout sessions and panel discussions. Further details and booking information can be found on the [event website](#).

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## **Yorkshire Practice Management Conference 2018**

**Wednesday 26 September 2018, 08:30-17:00**

**Rudding Park, Rudding Lane, Follifoot, Harrogate, HG3 1JH**

This event, titled 'Evolution through Collaboration: finding what is right for your practice' is organised by Capsticks Solicitors and has been created for practice managers to discuss the theme of collaboration.

Further information can be found on the [event flyer](#) (PDF) and places can be booked on the [event website](#).

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## **General Practice Leadership Development Programme**

This programme run by the Faculty of Medical Leadership and Management at Keele University is designed for GPs and practice managers who are planning for the future, or taking up leadership roles in GP partnerships, federations, local provider networks, or new integrated organisations.

The two day programme includes: NHS politics, people and power; developing general practice as the NHS transforms; leadership styles and approaches; improving personal effectiveness; and building a successful career.

Course dates for 2018 are Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> May, and Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> November. For further details visit the [course website](#).

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## National Diabetes Prevention Week, 16-24 April 2018

NHS England and Diabetes UK are running a week of promotions to raise awareness of the risks of developing type 2 diabetes. If current prevalence patterns continue the number of people with type 2 diabetes will double by the year 2035, which will equate to over 7 million people. The majority of cases of type 2 diabetes are preventable with weight loss, healthy eating and exercise.

As part of the week and its promotions each GP practice should have received a prevention week pack which contains posters, leaflets to support people making small changes to their lifestyle, plus stickers, balloons, tape measures and bunting to help raise awareness in practices. An introductory letter from NHS England and Public Health England will explain more about the aims of the week.

More information on the NHS Diabetes Prevention Programme can be found on the [NHS England website](#).

## PRACTICE MANAGEMENT

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### Partnership Agreements – How Can You Ensure You Have a Robust Agreement?



In the last newsletter we looked at why it's vitally important for all practices to have an up-to-date partnership agreement in place. This month we're including some tips which will help ensure that your agreement covers key issues that need to be included when drafting the document.

Firstly a reminder – if there is no agreement in place, it's likely that the Partnership Act 1890 will apply. The legislation doesn't reflect how partnerships run in the modern world, and partners can find that it doesn't provide the protection they expected.

- 1. Capital share**

Partners will usually have committed capital to the partnership so it's vital that the agreement states how much each partner is contributing. If this isn't included, the Partnership Act provides that each partner owns an equal share.

- 2. Profit share**

Be sure to spell out each partner's share of the profits from the partnership. As with the capital share, the Partnership Act provides that each partner is entitled to an equal profit share unless otherwise stated.

**3. Management rules**

It's useful to set out the work input required from each partner. This helps in providing clarity over how much time and attention is expected from all partners, and can help avoid future disputes.

**4. Partner entitlements**

Standard employment rights including annual and parental leave don't apply to partners as they are not employees, so it's advisable to set out what partners are entitled to.

**5. Retirement**

Under the Partnership Act, the retirement of one of the partners means the end of the partnership. Partnership agreements should therefore outline how a partner can leave the partnership and how their capital share will be valued.

**6. Dealing with disputes**

The agreement should state how disputes between the partners will be handled, and ultimately on what grounds a partner can be expelled from the partnership, as well as what process would apply.

Look out for more guidance on partnership agreements in the next newsletter.

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## LMC Buying Group Update

The LMC Buying Groups Federation gives practices access to an extensive range of products and services on which we have negotiated excellent discounts with our approved suppliers. Membership is free to practices across the UK.

The group has recently shared an update with us including the following items:

- GDPR – a reminder that practices need to re-register with the LMC Buying Group due to the introduction of the new regulations. If you have not yet re-registered and still wish to maintain your practice's membership please do so.
- Agreements with Peninsula (HR and Health & Safety services) and Haymarket Media (Med economics/MIMS subscriptions and vacancy advertising with GP Online) ended on 31 March 2018. If a practice purchased any of these products/services before this date, then the discount they signed up for will not be affected.
- New functionality has been added to the website <https://www.lmcbuyinggroups.co.uk/> including Live Chat and Quote Request forms. Over the next two months, two new sections will be added to the website: 'Jobs' and 'Community'. The jobs section will be a free, national platform for member practices to advertise their vacancies (clinical and non-clinical staff). The community page will launch later in the spring and be home to help members make the most of the LMC Buying Group plus any guidance about topics such as flu vaccine procurement.

You can find more information about the LMC Buying Group on our [services page](#).

## GUIDANCE & RESOURCES

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### **New LMC Information Sheet – Appointing a Data Protection Officer**

We have published new information on the responsibilities of practices to designate a Data Protection Officer (DPO) in order to comply with the requirements of the GDPR. It sets out the legal position affecting practices, explores the options as to who should be appointed as the DPO, and outlines what duties the role involves.

Download the advice sheet [Appointing a Data Protection Officer under the General Data Protection Regulation](#) (PDF).

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### **Practice Nurse Training Guide April-June 2018**

We have just published the latest update of our Practice Nurse Training Guide which includes details of training available for this group of staff. It includes both short courses and ongoing learning programmes. There is also a section on courses taking place later in the year.

[Download the Practice Nurse Training Guide April-June 2018](#) (PDF).

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### **GDPR General Practice Advisory Note**

The Information Governance Alliance has published a new document ‘The EU General Data Protection Regulation: The Key Points for GPs’ which includes an overview of the new GDPR rules, a checklist to help with preparations and links to further more detailed guidance.

[Download the advice note](#) (PDF).

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### **Key Legal Issues for GPs Advice Note**

Capsticks Solicitors LLP have published a new document which tackles key legal considerations practice managers and GP partners should be aware of. This practical guide is designed to help you navigate the ever-changing healthcare sector and enable you to make informed decisions as you plan for the future of your practice.

Topics covered include:

- partnership agreements – and ensuring that they are up-to-date;
- maximising the value of your premises;
- GP practice mergers – ensure a smooth merger;
- alternative options for primary care at scale;
- ensuring your practice staff and patients are safe and secure on premises;
- effective dispute resolution.

Download the document at the [Capsticks website](#).

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## Guide to the Benefits System for GPs

This government publication, newly updated last month, is aimed at GPs and provides a short guide to the main benefits and services provided by the Department for Work and Pensions. It also outlines the situations when GPs may be asked for information relating to a benefit claim on behalf of patients.

Benefits covered in the guide include Personal Independence Payment, Employment and Support Allowance, and Attendance Allowance. Download the guide at the [Gov.uk website](#).

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## RCN Guidance on Rest Breaks for Nursing Staff

The Royal College of Nursing has published new guidance concerning rest breaks, hydration and nutrition for nursing staff. The guidance is supported by a suite of resources including posters and a leaflet promoting self-care for nursing staff. The guidance follows a call for action to improve nurses' working conditions from the House of Commons Health Committee.

Download the guidance document [Rest, Rehydrate, Refuel](#) (PDF) and [accompanying letter](#) (PDF) from RCN Chief Executive Janet Davies.

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## Spirometry Competency Framework

The competency assessment framework developed in 2016 [Improving the quality of diagnostic spirometry in adults: the National Register of certified professionals and operators](#) (PDF) sets the minimum competency standards for healthcare practitioners performing spirometry. It describes the process by which healthcare professionals and operators can become certified and join The National Register, thus demonstrating that they have achieved the standards established by the Association for Respiratory Technology & Physiology (ARTP) for the performance and interpretation of spirometry measurements. The framework sets out the new arrangements which are being phased in from April 2017 to 2021 and should be used alongside the [Guide to Performing Quality Assured Diagnostic Spirometry](#) (PDF).

The Association for Respiratory Technology & Physiology (ARTP) spirometry qualifications are now the recognised competency assessment qualifications for all practitioners performing spirometry. For further information on online certification and registration visit [www.artp.org.uk/en/spirometry/becoming-certified.cfm](http://www.artp.org.uk/en/spirometry/becoming-certified.cfm) or email [info@educationforhealth.org](mailto:info@educationforhealth.org).

## GENERAL NEWS

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### Dr Rolan Schreiber Joins Humberside LMC



We are delighted to welcome Dr Rolan Schreiber to Humberside LMC in his new role as Medical Secretary.

Rolan will be working alongside the rest of the team to give a strong voice to general practice and to inform, support and represent practices in the Humber. He will be working with us from Monday-Wednesday.

Rolan has been a GP partner for 10 years until he stepped down from this role last year. He continues to work as a locum and out-of-hours GP in our area.

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## Public Health England East Midlands Out of Hours Service

Public Health England's East Midlands Area Health Protection Team, responsible for providing an out of hours health protection service in a number of areas including Lincolnshire, has appointed a new provider for the service. The Contact People took over from East Midlands Ambulance Service on Monday 9<sup>th</sup> April.

To contact the PHS East Midlands health protection team at any time please call 0344 2254524 (option 1) at any time. Outside of office hours calls will divert to an OOH call handler.



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