

MINUTES: Draft V2

TITLE: South East Oxfordshire Locality Executive Meeting

Held on: 05 June 2018

Venue: Hampden House, Chalgrove

Chairing practice: Nettlebed Surgery

Present:	Practice	Representative
	The Bell Surgery	Dr Chris Langley, GP Louise West, PM
	Chalgrove and Watlington surgeries	Dr Angus Gregory, GP Carole Montague, PM
	Goring and Woodcote Medical Practice	Dr Angela Rowe GP Julia Beasley, PM
	The Hart Surgery	Dr Philip Unwin, GP Sarah Moberly PM
	Mill Stream Surgery	Dr Stephen Harper, GP Sarah Denton PM
	Morland House Surgery	Dr David Copping, GP Nollag McGrath, PM
	Nettlebed Surgery	Dr Lisa Silver, GP Pat McGill, PM
	The Rycote Practice	Dr Killian Kearney, GP Karl Savage, PM
	Sonning Common Health Centre	Dr Ralph Drury, GP Andrea Tsoi, PM
	Wallingford Medical Practice	Dr Charles Hughes, GP Debra Perry, PM
	Non-medical clinicians	-
In attendance:	OCCG	Anne Lankester (AnL), Locality Co-ordinator Ed Capo-Bianco (ECB) Kiren Collison, OCCG Jo Cogswell, OCCG Laura Allen (LA), OCCG Minutes
	SELF	Jeremy Hutchins (JH)
	Others	Liam Oliver, OCCG Mel Wilkinson, Primary Care Carers Support Service

Order of items: 1, 2, 3, 4, 6, 7, 8,		
1.	Introduction	Action

	<p>The Chair, Dr Silver of Nettlebed Surgery, welcomed everyone to the South East Oxfordshire Locality (SEOL).</p> <p>Apologies received: Ian Bottomley (OCCG) John Reid (SELF) Dr Dan Faller, GP</p> <p>There were no updates to the declarations of interest.</p>	
2.	<p>Minutes of the last meeting, 6 March 2018, and Matters Arising</p> <p>The minutes were agreed for accuracy.</p>	
3.	<p>LCD Update</p> <p>i. Clinical Pharmacists: Proposal from PS UK now with Federation. ECB updated the locality. ECB reported that recruitment of pharmacists had taken place and that this service is due to roll out in July 2018. ECB asked practices to provide dates of availability. AnL will forward the email from Caroline Pond ECB confirmed that there will be a template to use. This is for Pharmacists only. There is a contract which will state what information is required. ECB asked the GP Practices to consider any patients who would benefit from this service. ECB advised that they can go into nursing homes and can provide home visits of 10 appointments that are 20 minutes in length of time. ECB will forward the information to the locality</p> <p>ii. Social Prescribing Funding has been made available for Age UK representatives. There will be a link person for each practice. GPs can refer into the service by phone or email. It is unsure whether a formal contract is needed. ECB is working this information up currently. Update to follow.</p> <p>iii. STF update ECB advised that there is the ability to offer a routine appointment within one week of referral. ECB asked the GP practices to look at how they can support the Urgent Care Pathway with this.</p> <p>OCCG have asked the CSU to look at frequent fliers to A & E. These will be looked at by the CSU who will be able to provide a list of patients who have used the A & E department more than twice in 12 months. The CSU will gather this data and send out directly to GP practices. ECB has been asked to provide more information regarding how GP practices can support with this, for example, reception time, more phone line capacity to provide more services to</p>	<p>AnL</p> <p>ECB</p> <p>ALL</p>

	<p>support the Urgent Care Pathway. ECB welcomed any thoughts on how practices can put this forward to support the request for funding.</p> <p>Demand monitoring discussed. ECB confirmed that this is something that is being considered and this could be discussed in cluster groups.</p> <p>Impact of employing paramedics within GP practices to aid with Urgent Care discussed. This is currently happening in the Abingdon area. If the STF funding is removed this will affect capacity. ECB will drive this forward.</p> <p>iv. August Locality Meeting ECB asked the locality if they would like to go ahead with the August Locality meeting or if this should be cancelled due to holidays and capacity issues. Locality advised to note how this effects LIS 18-19 meeting attendances. The Locality agreed that this meeting should be cancelled.</p>	
4.	<p>SE Locality Forum Update</p> <p>Update document provided here</p> <p>SELF is concerned regarding the communication issue within the IRT with BI and look forward to a response from OCCG regarding the issues raised.</p> <p>SELF highlighted that the issue with their public documents on the OCCG website has not yet been resolved.</p> <p>EMIS update – the system to book appointments online is still not working in some practices.</p> <p>Jeremy felt the recent request for involvement in the PPI report was more of a PR exercise instead of gathering real patient feedback on services.</p>	
5.	<p>Federation Update</p> <p>No update provided as Sarah Doughty not in attendance.</p>	
6.	<p>Carers Support Service</p> <p>Mel Wilkinson, Service Manager presented re: Primary Care Carers Support Service</p> <p>Here</p>	

	<p>If you would like to contact Mel, details are below:</p> <p>Mel Wilkinson – 07557 430 880 PCCS.Manager@nhs.net</p>	
7.	<p>Top Burning Issues in Practices</p> <ul style="list-style-type: none"> i. Cluster Groups to discuss ii. Come prepared to discuss <p>ECB asked the locality if they had any burning issues that they would like to be raised and discussed.</p> <p>Neighbourhood Based Wound Care Clinic. The locality agreed that it would be useful to discuss this.</p> <p>15 minute appointments discussed. Some practices feel that extending their appointment times to 15 minutes is helping to avoid further attendance by patients. Discussion around demand. Some GP practices are using double appointments for some patients.</p> <p>Use of texts for blood test results discussed. Some practices confirmed that they are using this service.</p> <p>District Nursing service discussed. GP practices are having difficulty getting through to the help line desk. It is thought that 3 District Nurses are on long term sick leave. Some messages left on this line have not been responded to. This help desk is manned by clinical staff and admin staff.</p> <p>Ed will raise these issues with the District Nurse Manager</p> <p>Total Triage discussed. Goring and Woodcote Medical Practice are considering introducing this within their GP practice and plan to visit the Oak Tree Surgery for some advice on how they manage this.</p> <p>Dr David Copping suggested that it is useful to listen to the General Practice Podcast for ongoing current issues within GP practices.</p>	ECB
8.	<p>AOB</p> <ul style="list-style-type: none"> i. Other issues – contact Anne Lankester Assistant Practitioner Diabetic Foot training. AnL advised that this training is still available. The cost is £25 per head. AnL will forward the email onto practices <p>AnL advised that Sue Ryder Hospice at Home have current capacity.</p> <ul style="list-style-type: none"> ii. Planned Care Project Report Sent out with papers for info. 	AnL

	<p>iii. ERS paper switch off Liam Oliver from OCCG presented.</p> <p>The e-RS paper switch off will be going ahead on 1 August. The soft launch will take place from 1 July to 1 August. During this time GPs will receive an email stating that they should be referring electronically but paper referrals will still be accepted. From 1 August referrals will be rejected and sent to generic email address for individual GP practice. OCCG confirmed that these email addresses have recently been tested.</p> <p>Private GPs and Consultants are not included in the paper switch off.</p> <p>The question was raised as to how referral forms will be uploaded within EMIS. GP practices felt that it would be easier if this could be completed centrally and downloaded automatically onto EMIS library.</p> <p>LO will feed this back to OUH.</p> <p>The paper switch off only covers GP to 1st Consultant appointments. Referrals to Ophthalmology and Optometry are not included. GP practices to follow current practice for these referrals. GPs are not obliged to put these referrals onto the e-RS system.</p> <p>LO confirmed that there will be contact email addresses sent out for any issues that are raised. These contact email addresses will be made available to GP practices shortly.</p> <p>LO will confirm the switch off dates for Royal Berkshire and Bucks. This information will be released via the GP bulletin.</p> <p>In the event of Cyber Attack or the IT systems going down, referrals would be taken via post or telephone. If only the e-RS system is down, email could be used.</p> <p>Dr Silver raised concerns regarding referrals for two week waits. LO confirmed that rejected referrals will go back to generic GP email address and that these have recently been checked. Practices asked to ensure generic in-boxes are checked daily.</p> <p>Dr Silver asked LO if OCCG will be writing to private consultants and private GPs to inform them of the switch off. LO will clarify.</p> <p>iv. MSK service Dr Silver had emailed the service to seek clarification on the process of referrals to the service. A response had been received in an email from the RMC support lead. Dr Silver had concerns regarding the response. Dr Silver requested that OCCG look into this process.</p>	<p>LO</p>
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	<p>KC asked Dr Silver to forward the response from the MSK service to OCCG.</p> <p>v. Primary Care Workshop KC advised that OCCG will be holding a workshop in December that will look at the pros and cons of partnership models and working at scale. OCCG will inform GPs of the date via the GP bulletin.</p> <p>vi. BI A letter has been received from a number of SE GP practices expressing concerns regarding the IRT contract and involvement with BI. ECB confirms the CCG are conducting an internal review of the process and will be in touch once this has been completed.</p> <p>Dr Silver expressed her concerns around the fact Jo Riley has invited GPs to a training event sponsored by BI. She felt that this was a conflict of interest.</p> <p>Some were concerned they would have to prescribe using BI products, it was confirmed that the recently updated inhaler formulary guidance stands.</p> <p>ECB confirmed that the formulary was set before the piece of work had been started.</p> <p>vi. Feedback from locality meetings: Kiren Collinson KC commented on the feedback that had been received regarding decision making processes from the localities. KC summarised the feedback from locality meetings.</p> <p>KC has come up with a proposal on how this can be improved being.</p> <ol style="list-style-type: none"> 1. Look at agenda items prior to locality meetings for items of relevance and looking at time spent on items based on local need. 2. Inviting other attendees from other organisations, for example, local councillors, Federation reps. <p>This could be discussed as a locality group of how to take this forward.</p>	
	<p>Date of Next Meeting: Tuesday 3 July 2018 13:00 -15:00 Hampden House, Monument Park, Warpsgrove Lane, Chalgrove, Oxford, OX44 7RW</p> <p>Chairing practice: Rycote Surgery</p>	

	Action Log/ Matters Arising (all completed actions will be removed)	
	<p><u>ACTIONS</u></p> <p>August locality meeting to be cancelled.</p> <p>OCCG will raise these issues GPs are having with the District Nursing help desk with the District Nurse Manager.</p> <p>LO will discuss how the automatic uploading of referral forms (e-RS) alongside EMIS can be done with OUH.</p> <p>LO will confirm the e-RS switch off dates for Royal Berkshire and Bucks. This information will be released via the GP bulletin.</p> <p>LO to ensure that contact details are available for GP practices during the switch off.</p> <p>AL to forward on Diabetic foot training dates to the SE PM's</p> <p>Feedback on internal review to SEOL regarding IRT with Boheringer Ingelheim financial input.</p>	<p>AL</p> <p>ECB</p> <p>LO</p> <p>LO</p> <p>LO</p> <p>AL</p> <p>ECB</p>