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Information Governance News

**Moving to a new organisation? Don’t forget your NHSMail account**

If you are moving to another practice or health organisation, contact your IT support provider in advance so they can take appropriate steps to reassign your NHSmail account to your new organisation. You should also take the following actions:

- Locally archive any role related data / emails. Ensure that job-related information that is not stored elsewhere is passed on
- Set up an Out of Office message with your replacement contact details and where you are moving to if appropriate, for example; *I am now Practice Manager at London Street Surgery. For any matters relating to Riverside Surgery please contact RiversideSurgeryPM@nhs.net*

For more NHSmail guidance please visit [https://portal.nhs.net/Help/policyandguidance](https://portal.nhs.net/Help/policyandguidance)
IG Toolkit 2017/18 Submission

The Information Governance Toolkit V14.1 submission deadline is Saturday 31st March 2018. Please note that Friday 30th March is a bank holiday. The IG Toolkit is unchanged from last year and can be accessed at:

- https://nww.igt.hscic.gov.uk (via N3)
- https://www.igt.hscic.gov.uk (via www)

If you need to change or register a new IG Toolkit user for your practice this can be done by your existing IG Toolkit administrator. If you are unable to contact your Toolkit administrator, the IG Toolkit helpdesk can reset account details:

- tel: 0300 303 4034 (Mon-Fri, 8am-5pm);
- online contact form
- email: exeter.helpdesk@nhs.net

If you need help or advice with completing your IG Toolkit please email:

Lindsay Blamires – General Practice Information Governance Manager
NHS South, Central & West CSU
0300 123 5153
lindsay.blamires@nhs.net

SNOMED CT deployment update

Previous communications stated that Read Codes are being retired on 1 April 2018, to be replaced by SNOMED CT as the clinical terminology in Primary Care systems.

However, the deployment of SNOMED CT is now happening in a phased approach from 1 April 2018. This is in order to minimise disruption at year-end for GP practices and CCGs.

How the phased approach will support the transition

For the 1st April, all principal clinical system suppliers will:

- Enable systems to preserve both SNOMED CT and Read Codes for a period of time to support the transition and implementation planning – More information on dual coding can be found here.
- Ensure national specifications that are provided in SNOMED CT can be supported while suppliers roll out their solutions. QOF for 2017-18 will be extracted using Read Codes.
- Ensure that new clinical content for general practice that is released in SNOMED CT can be recorded and processed by all end users during the implementation.

Go-Live

- The first phase of deployment will start with around twenty First of Type (pilot) sites, across all of the principal clinical supplier systems; this will commence after their year-end business processes have been completed.
- Wider roll out will follow the pilot phase once any changes have been undertaken, with implementation expected to be completed by autumn 2018. Principal GP clinical system suppliers will inform GP practices of their respective deployment plans.

Actions for GP Practices

- If your practice has been asked to take part in the First of Type pilot for SNOMED CT, please would you inform SCW by emailing Ed Brown (edbrown@nhs.net)
- Despite the phased roll out, it is still advised that you review any templates, searches or
resources you have adapted for your own use) to ensure they continue to meet requirements and to check if a more appropriate SNOMED CT code is available.

- All existing user developed templates will continue to operate, but new templates can only be created using the SNOMED vocabulary.
- Data reporting for Primary Care Commissioned Services will move across to SNOMED whenever the full migration takes place and we will keep you informed about this. SCW Analytics will be testing for data quality but please be alert to possible data anomalies when this happens.

**Guidance**

Please refer to the December issue of Wire for an extensive list of resources from the clinical system suppliers for Oxfordshire, as well as NHS Digital.

**Ed Brown – Digital Transformation Project Manager**

NHS South, Central & West CSU  
07775 656 534  
edbrown@nhs.net

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**Electronic Referral Service (ERS) – 2WW DBS**

**Paper Referrals**

With effect from 19th February, OUH will no longer accept paper referrals for:

- Sarcoma - Live 1 December 2017
- Urology - Live 10 November 2017

Referrals must be made via ERS.

**New Clinics:**

The following Services are available under either Dermatology or Surgery-Plastic at Woodlands Health Centre, Didcot on a Monday morning weekly:

- Changing Moles-Dermatology-(Didcot)-Oxford University Hospitals-RTH
- Suspicious Skin Lesions & Basal Cell Carcinomas-Dermatology-(Didcot)-Oxford University Hospitals-RTH
- Changing Moles-Dermatology-(Plastic Surgery)-(Didcot)-Oxford University Hospitals-RTH
- Suspicious Skin Lesions & BCC-Dermatology-(Plastic Surgery)-(Didcot)-Oxford University Hospitals-RTH

Please could GPs select all services to ensure the first available appointment can be given to their patient.

**Lynne Colley – Senior Project Manager**

NHS South, Central & West CSU  
07747 455 955  
lynne.colley@nhs.net

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EPS Updates

EPS r2

The EPS utilisation figures for December can be found on the links below;

- All scripts
- Repeat dispensing
- Repeat prescribing

EPS Utilisation and electronic Repeat Dispensing (eRD)

NHS Digital have provided a suite of tools to support organisations with their implementation of eRD a webinar is available to watch “on-demand” at https://www.digital.nhs.uk/article/913/Electronic-repeat-dispensing-for-prescribers or view on https://youtu.be/jzDkpaYibws

A new NHBSA and NHS Digital video giving an overview of eRD is now available and can be found here If you, or your colleagues have any feedback on the video presentation please let us know.

The NHS Digital Electronic Prescription service homepage can be found at https://digital.nhs.uk/eps

- Online eRD toolkits for prescribers (at bottom of web page) - https://www.digital.nhs.uk/article/913/Electronic-repeat-dispensing-for-prescribers

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Supporting GP Practices with Information Governance requirements

OCCG has approved a project to support GP practices with IG requirements. This support will include:

- The roll out and management of the updated Information Sharing Framework
- Training on GDPR
- Help with Privacy Notices (formerly Fair Processing Notices)
- Alignment of existing projects, such as the Diabetes Dashboard, with the Framework and GDPR
- The project has the support of LMC and the Federations, and of the Buckinghamshire, Oxfordshire and Berkshire West IG Steering Group.

Further information regarding the project will be available in the next couple of weeks.

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Patient Online

**Patient Online Applications**

The NHS has committed to offering a choice of online services, which means that there will be several providers of Patient online services or apps available to patients.

As you know, when a patient signs up for Patient online services, a registration letter is generated by the system. This letter points to the options available to the patient. It is for the patient to decide which system to use. Neither the GP practice, nor the CCG is able to restrict this choice.

GP Systems of Choice (GP SoC) suppliers can be found [here](#) - there are several additional ones to note. They are part of the Patient facing Services offering from GPSoC. They have been GPSoC assured and are not third party suppliers.

Similarly, patients can choose from the approved apps list held in the apps library. For the latest list of suppliers of these apps, please see this link: [https://www.england.nhs.uk/blog/apps-library-is-advance-for-a-digital-nhs/](https://www.england.nhs.uk/blog/apps-library-is-advance-for-a-digital-nhs/)

**Patient Online (POL) access target to increase to 20%. Are you ready?**

In March 2018, the target for patients accessing their online record (booking appointments, ordering repeat prescriptions and viewing their record) will increase to 20%. This is a very ambitious target, indeed.

Some of the benefits of online access include, but not restricted to: reducing footfall at the practice; electronic ordering of repeat medications and appointment booking – all from the comfort of their own home or via the patient access (Android and Apple) app.

Some things practices can be doing right now:

- **Identify a staff champion who will keep the momentum going**
- **Encourage all staff (Administrative as well as Clinical) to actively promote the service**
- **Create a protocol that will identify patients who are not registered for online access**
- **Post promotional materials in all areas: reception areas, treatment rooms and back of loo doors (details for ordering materials provided below).**

Practices can access promotional resources (posters, toolkits, appointment cards, balloons.. yes! Balloons!) and toolkits from the NHS England Orderline which is available via this link: [https://www.england.nhs.uk/patient-online/](https://www.england.nhs.uk/patient-online/)

For your convenience, Practices can also download a folder with a variety of commonly used PowerPoint slides, web banners, images and pre-prepared/approved social media messages. The zip folder can be accessed here:

- **PowerPoint slides**
- **Patient Access - online benefits slides**

For more information, contact your patch manager who will be happy to assist

For practices in the North, North East, South East and South West localities:
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07747 455955
[lynne.colley@nhs.net](mailto:lynne.colley@nhs.net)

For practices in the West and Oxford City localities:


GP Referral Pro Formas

News and release notification February 2018

Please refer to the new OCCG website OCCG website when searching for information.

Zip folders containing full sets of referral pro formas can be found on the Referral Pro formas page or via the link at the top or right of pages in the Professional Resources > Clinical Guidelines section of the OCCG website.

**EMIS practices**

The zip folder EMIS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all of the EMIS referral pro formas currently in use. It can be saved, and imported in one step from within EMIS Web.

Also found on the Referral Pro formas page, the documents ‘How to Cleanse your EMIS Pro forma library’ and ‘Working with GP Pro formas’ give instructions on how to import the single zip folder and remove all old templates which have been replaced.

**Vision Practices**

Release of these pro formas is not always concurrent with the EMIS forms as they require further processing. The zip folder INPS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all of the InPS pro formas currently in use.

Some of these pro formas have been upgraded to include SmartTags, which reduces the need to enter data by hand. They can be identified by a suffix of ‘s’.
### February 2018 pro forma updates

<table>
<thead>
<tr>
<th>Pro forma name</th>
<th>Version</th>
<th>New, or reason for update</th>
</tr>
</thead>
<tbody>
<tr>
<td>2WW Suspected Gynaecological Cancer EXCLUDING Ovarian</td>
<td>v9</td>
<td>Change of wording relating to smear test when cervical cancer is suspected</td>
</tr>
<tr>
<td>2WW Suspected Urological Cancer (Prostate)</td>
<td>v11</td>
<td>Urinalysis is now mandatory before referral – urinalysis and MSU tables moved up the form</td>
</tr>
<tr>
<td>Community Ultrasound Referral Form</td>
<td>v2</td>
<td>A new pro forma to direct referrals to the new provider of the community non-obstetric ultrasound service - Physiological Measurements Limited (PML) Please deactivate the GDL Community Ultrasound Proforma</td>
</tr>
<tr>
<td>Exercise on Referral form (Unified)</td>
<td>v3</td>
<td>The GO Active, Get Healthy (GAGH) programme has changed to a dedicated programme to support diabetic patients only The form has been modified to direct referrals for diabetic patients to GAGH, and non-diabetic patients to an Exercise on Referral programme provider</td>
</tr>
<tr>
<td>Integrated Cardiology Service (OUH) Referral Form</td>
<td>v2</td>
<td>Removed advice that Hospital at Home can record ECGs for housebound patients</td>
</tr>
<tr>
<td>Lower GI Endoscopy (not 2ww) Referral Form</td>
<td>v2</td>
<td>Modification to Suitability Criteria</td>
</tr>
<tr>
<td>MSK Assessment Triage and Treatment Service (MATT)</td>
<td>v7</td>
<td>Changes to urgent rheumatology referrals Changes to Back Pain Red flag guidance Formatting updates</td>
</tr>
<tr>
<td>NDPP Invitation Letter WITH Leaflet</td>
<td>v3</td>
<td>Removed instruction to use at ‘Mobilised Sites only’ - fully deployed (EMIS) Please deactivate the pro forma NDPP Mobilised Sites only - Invitation Letter WITH Leaflet</td>
</tr>
<tr>
<td>NDPP Invitation Letter WITHOUT Leaflet</td>
<td>v3</td>
<td>Removed instruction to use at ‘Mobilised Sites only’ - fully deployed (EMIS) Please deactivate the pro forma NDPP Mobilised Sites only - Invitation Letter WITHOUT Leaflet</td>
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<td>NDPP Referral Form</td>
<td>v3</td>
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</tr>
<tr>
<td>Oxford Fertility Unit - Semen Analysis Request Form</td>
<td>v2</td>
<td>Service extended to include testing for post vasectomy patients Patient information updated Formatting improved</td>
</tr>
<tr>
<td>Safeguarding Conference GP Report</td>
<td>v1</td>
<td>A new pro forma to simplify and standardise the provision of relevant information to case conferences in Child Protection</td>
</tr>
<tr>
<td>Upper GI Endoscopy (not 2ww) Referral Form</td>
<td>v2</td>
<td>Modification to Suitability Criteria</td>
</tr>
</tbody>
</table>

Please write to us at occg.gpproformas@nhs.net if you have any queries or comments about the referral pro formas.

Jane Thurlow  
Project Support Officer, Digital Transformation Team
GPGP utilisation
as at 30/11/2018

Apologies for the short and sweet update. We just received the update from NHS Digital wanted to be sure to get the content through in time for distribution in the February Wire.

On average Oxfordshire has maintained a GOOD level of GP2GP utilisation having achieved an average score of 5 or greater - with a number of practices making improvements from the last reporting period (which is October to November 2017).

To view the utilisation table, click on the following link: GP2GP

If you need additional help or information with regards to GP2GP, please contact your Patch Manager on the details below.

For practices in the North, North East, South East and South West localities:
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Want to see past issues?
You can find all back copies in Wire Archive at the following link:
http://www.oxfordshireccg.nhs.uk/professional-resources/the-wire-news.htm