The Unconfirmed Minute of the General Practice and Primary Care Group Meeting held on Wednesday 16 January 2013 at 2.00pm in Conference Room 4, Lynebank Hospital, Dunfermline

Attendance Listed in Alphabetical Order by Surname:

Members Present:
Dr Martin Clayton, GP Representative, Park Road Surgery
Lorraine Cooper-King, Business Manager, West Fife Locality
Vicki Cunningham, Practice Manager, Kelty Medical Practice
Dr Louise Dalton, GP Representative, Linburn Road Health Centre
Elaine Duncan, Business Manager, Dunfermline Locality
Dr Colin Firth, GP Representative, Primrose Lane Surgery
Lesley Eydmann, CHP Localities Manager
Fiona Forrest, Lead CHP Pharmacist (From Item 5)
Dr David Garmany, GP Representative, Inverkeithing Medical Group
Dr Estelle Holligan, GP Representative, Bellyeoman Surgery
Anne McEwan, Team Leader, Vascular Nurse Team
Dr Alan McGovern, Clinical Director (Chair)
Liz Mitchell, Lead Nurse, West Fife (Item 4)
Dr Gail Murdoch, GP Representative, New Park Surgery
Dr Lesley Prentice, GP Representative, Valleyfield Health Centre
Lawson Rennie, Public Member
Fay Richmond, Clinical Services Support Manager
Fiona Robertson, Management Accountant
Dr Nicola Smith, Psychology Representative
Dr Anne Woods, GP Representative, Millhill Surgery

In Attendance:
Vicki Chesher, Secretary (Minutes)

Apologies:
Laura Adams, Practice Manager, Benarty Medical Practice
Karen Baxter, Podiatry Representative / Chair of Diabetes Clinical Group
Dr Frances Baty, Psychology Department
Crystal Beveridge, Practice Manager, Crossgates
Dr Browne, GP Representative, Bellyeoman Surgery
Rhona Brown, Lead Nurse, Dunfermline Locality
Lesley Bruce, Physiotherapy Representative
Marion Clacken, Practice Manager, Cowdenbeath Medical Practice
Ian Cochrane, Practice Manager, Drs Mathie & McMinn, Oakley Health Centre
Ben Conway, Public Member
Gill Dennes, Chair of Respiratory Clinical Group / Drs Boggon & Halford Representative
Susan Fisher, Speech & Language Therapy Manager
Nicola Gilmore, Practice Manager Representative, Park Road Surgery
Margaret Grey, Practice Manager, Drs Farrell, McKeen & Sweeney, Lochgelly
Margaret Henderson, Operational Divisional General Manager, Ambulatory Care
Christine Malcolm, Speech & Language Therapy Representative
Belinda Morgan, Improving Health Team Representative
Dr Paul Murray, GP Representative, Cowdenbeath Medical Practice
Lynne Parsons, Staff-side Representative
Dr Patrick Sheil, GP Representative, Kelty Medical Practice
Dr Drew Smart, GP Representative, Linburn Road Medical Practice
Dr Kenneth Thompson, Lochgelly Health Centre
Dr Elizabeth Weir, GP Representative, Linburn Road Health Centre

ITEM

1 Welcome & Apologies

Apologies noted as above.

2 The Minute of the Previous Meeting 21 November 2012

The Group accepted and confirmed the minutes of the previous meeting as an accurate record.

3 Matters Arising from the Previous Minutes
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<tr>
<td>3.1</td>
<td>None.</td>
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<td>4</td>
<td><strong>ICASS/Hospital at Home Update</strong></td>
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|      | **General**  
|      | L Eydmann provided the following update: |
|      | • ICASS have been working to facilitate discharge which is assisting with the ongoing capacity issues that are being experienced in the Hospital; |
|      | • Ward 7 continues to run with an additional 4 beds also to support Fife-wide capacity. |
|      | **Hospital at Home (HaH)**  
|      | • HaH to date have received 280 referrals, the virtual ward is operating with 22 to 27 patients on a daily basis; |
|      | • operational issues in a number of areas are being worked through; |
|      | • patient feedback has been very positive. |
|      | Dr Woods raised a query in relation to documentation for patient’s in the Service and provided an example of an issue recently encountered. L Mitchell explained a Care Plan is in place for all patients and offered to circulate a sample to the Group if that would be helpful. In relation to care out of hours, it was noted the Primary Care Emergency Service is supporting HaH in the interim but this will be reviewed. |
|      | Dr McGovern fed back on a meeting he had with the Hospital at Home Consultants, Val Hatch, Gwyneth Thom and Evelyn McPhail. The meeting covered a variety of topics which included prescribing issues, feedback from GP Practices, IT issues, communication and possible solutions, there was a suggestion of Dr Wilkinson and Gwyneth Thom visiting a GP Practice to view their software. Val Hatch is progressing issues with Social Services and discussion also took place on an alternative way of working for Palliative Care patients. |
|      | Dr McGovern also explained discussion took place on the current Hospital at Home Short Life Working Group and the need for this to be reformed into a Clinical Group. It’s hoped meetings could be held on a regular basis and have appropriate representation to ensure changes can be made. Locum reimbursement will be available to GPs. It was agreed L Eydmann will circulate to GP Practices, a role, remit and proposed membership of the group and seek interested representatives. |
| 5    | **PMS Monitoring Group**  
|      | The following update was provided: |
|      | **GP Data Quality Group**  
|      | F Richmond provided feedback from the Data Management Group, advising ISD have upgraded their GP Data system which unfortunately led to access being lost and a delay in data to support the QOF being issued. This has been resolved and Data Packs have now been issued to GP Practices, information is accurate up to 30 September 2012. It was noted that the final QOF reports are due by 15 March 2013. Practices can contact F Richmond for assistance if required. |
|      | The issue around digital dictation has hopefully been resolved, a bug in the OASIS system had been identified, if any new issues arise, please contact F Richmond direct. A GP Practice is being looked for to conduct an audit on the system, if interested please contact F Richmond. |
|      | Discussion also took place on the development of the NHS Fife Dashboard. Ivy Elder will carry out a demonstration of the Dashboard at the next PMS Monitoring Group meeting in March. This will be a useful system for Practices to compare their performance. |
|      | **GP Contract 2013/14**  
|      | Dr McGovern reported on discussions on recent correspondence from the Health Department, there are significant changes to QOF. |
Further guidance is expected at national level and further discussion will then be required in Fife.

The Care Home ES is being revised and will have a focus on Poly-pharmacy and anticipatory care planning.

6 Primary Care Resource Centre (QMH) Update

L Eydmann provided information on the work that is currently being undertaken to develop a Primary Care Resource Centre within QMH. A Project Board and Team has been established to oversee all work relating to QMH work and a local Workstream End User Group to focus on Primary Care Resource Centre has been set up and co-ordinated by Ann Hatton. The Workstream End User Group will look at Services that could potentially work from the Primary Care Resource Centre in an integrated way. A workshop session is being held on 22 January 2013 which will be an opportunity to gain a common understanding and consider the issues being raised.

Dr Prentice raised the question of whether Carnegie Clinic is facing closure, L Eydmann explained that work at this time is focussing on improving services for patients. If there are any consequences of the proposed changes then due process will be followed, which would include consultation. It is not possible at this time to give a definitive answer.

7 Finance

F Robertson provided information on the CHP position for the period of April 2012 – November 2012, highlighting the CHP is underspent by approximately £282k, the position for NHS Fife is a current overspend of approximately £2.7m.

8 Emergency Department Hotline

L Eydmann highlighted a joint letter from A&E Clinical Lead Dr Ron Cook and herself which had been sent to GP Practices drawing attention to the Emergency Department Hotline number and providing information on how this operates. It was highlighted that the information cards are for clinical staff only and not for patient waiting areas. L Eydmann indicated feedback would be useful to ensure the Hotline is delivering improved patient pathway.

9 Clinical Groups:

9.1 Respiratory: L Cooper-King advised the MCN Sub-group continues to work through the Annual Work Plan and that the Annual Report for 2011/12 was submitted to the last Clinical Governance Group. A main action is to work with Public Health to raise awareness of lung health and will also continue to progress proposals for in-hours oxygen access.

9.2 Prescribing: F Forrest advised the CHP prescribing budget is showing an underspend of approximately £449k. Despite significant work, Fife is still an outlier in comparison to other Board areas and work is ongoing.

Discussion took place at the last meeting on 4 December 2012 on identifying possible prescribing schemes for 2013/14, e.g. housekeeping projects such as simple changes from capsules to tablets. The schemes will be pulled together based around suggestions from all CHPs and taken to the February Prescribing Efficiency Group for agreement. Other areas of work include poly-pharmacy, medicine management and prescribing projects in QOF.

Practice Pharmacists will be conducting various pilots within Practices these include poly-pharmacy looking at high risk patients, repeat prescribing systems and the transfer of information from secondary care to GP Practices.

A Poly-Pharmacy PLT session is taking place on 7 February 2013, information has been circulated, the uptake to date is high, if interested applications should be submitted as soon as possible.

9.3 Older People: No further update since last meeting.
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<td>9.4</td>
<td>CHD: Meeting scheduled to take place in February 2013. A McEwan reported that the eLearning modules for CHD will be on the intranet in the next few weeks, there are 4 modules available and are a very good resource. Information was also provided on the new drug Ticagrelor which is a new anti-platelet which will be initiated by the Consultant for high risk patients. The Blood Pressure Service continues to grow, figures have increased year on year with patients being booked in up to 18 March 2013. A letter has gone out to Practice Managers with information on the Reconfiguration of the Vascular Nurse Team Service. A McEwan will contact Practice Managers direct with regards to the way forward.</td>
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<td>9.5</td>
<td>Diabetes: Meeting scheduled to take place in February 2013. A McEwan advised the Care Home Guidelines are ready for dissemination. The GP protocol is also complete as well as the Insulin Initiation Guidelines. Copies of these documents will be circulated shortly.</td>
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<td>9.6</td>
<td>Addictions: Meeting scheduled to take place in February 2013. Dr McGovern advised that as reported at the last GP&amp;PC Group meeting a letter has been forwarded to Bob McLean, a reply is awaited.</td>
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<td>9.7</td>
<td>Stroke MCN: No update since last meeting.</td>
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<td>10.</td>
<td>H&amp;SCP Update – L Eydmann explained the link within the agenda is to access the collated response to the consultation that took place in September 2012 and provided a brief outline of the work that is currently ongoing in Fife on this. Further updates will be brought back to future meetings as and when available.</td>
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<td>11.1</td>
<td>PLT Dates 2013/14 – F Richmond has circulated information to Practices, the next session is scheduled for 7 February 2013. Confirmation is awaited from NHS 24 on the 2013/14 dates, it was noted NHS 24 are undertaking a complete overhaul of software and hardware which could impact on the number of sessions that can be provided. Information will be circulated as soon as available. Lunchtime Byte sessions will continue to run and monthly notices will be circulated, in the main these are clinically focussed.</td>
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<td>11.2</td>
<td>Cervical Screening – Discussion took place on whether cervical screening training is available in Fife. F Richmond reported on the issues around this and that work is ongoing to make this training available locally. The implications of Nurses not being able to access local training were highlighted and it was thought discussion at the Local Medical Committee was required.</td>
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<td>12</td>
<td>Date of Next Meeting: Wednesday 20 March 2013 at 2pm in Conference Room 4, Lynebank Hospital</td>
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