



# Project Update

Your Monthly Update of Projects From North Staffordshire GP Federation

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- GDPR is now in force—are you up to date?
- Goodbye to Amy!

## The RCGP announce endorsement of the Staffordshire Physician Associate Internship

**Good news story!** We are pleased to announce the Honorary Secretary's office of the Royal College of General Practitioners have just endorsed the Staffordshire Physician Associate Internship.

Staffordshire and Stoke-on-Trent is leading the way nationally with our pioneering internship programme which is helping to support general practice and other healthcare providers. There are nine PAs on the programme with a further eleven to commence over the coming months.

The Staffordshire Physician Associate Internship is the first initiative of its kind to offer structured placements for groups of PAs within primary and secondary care along with a structured teaching programme.



## GP Federation Locum Bank—WE ARE LIVE! (<https://www.findmealocum.co.uk>)

### The Headlines:

- ◆ More and more GPs are now registering on the system, with the system becoming more active for both practices and GPs.
- ◆ Developments and new features have been made. (see below for more details)
- ◆ Mobile app for GPs is about to go 'live'.
- ◆ Add available sessions whether half day or block holiday cover.

AS THE FEDERATION IS BEING APPROACHED MORE AND MORE BY BOTH NEW AND EXISTING GP LOCUMS, ANY LOCUMS ASKING FOR PRACTICE AVAILABILITY WILL NOW ONLY BE DIRECTED TO FINDMEALOCUM

### The Facts:

- ✓ 21 registered GPs, with an additional 45 registered GPs but not active (not provided all required documentation).
- ✓ 58 Practices registered.
- ✓ 13 Practices have active locum sessions available throughout July and August.
- ✓ 63 sessions are available throughout July and August.

### New Features:

- ◆ Messaging function between GP and Practice Manager.
- ◆ Practice Managers receive an email when they have pending applicants for any sessions.
- ◆ Smart Card number added to allow practices to set GPs up prior to starting.
- ◆ Dashboard created allowing the Federation to view filled and unfilled practice sessions.
- ◆ Urgent sessions (between 7 – 10 days) added sends alert to all registered GPs.
- ◆ GP document file upload for all GPs to be available for the practice

Any queries on FineMeaLocum, please contact Lucy Minshull at [lucy@howbeckhealthcare.co.uk](mailto:lucy@howbeckhealthcare.co.uk).

## Human Resources and Employment Law Service

We are pleased to announce that we have now appointed Ellis Whittam to provide a HR and Employment Law offer to all of our member practices and the North Staffordshire GP Federation itself.

We had four key criteria when meeting with service providers, which were:

- An overarching contract with North Staffs GP Federation with no individual practice tie-in
- A website/repository for practices for advice, information, standard templates etc.
- An offer whereby practices pay for the services used
- Legal expense insurance (if a practice wanted this)

We believe that the Ellis Whittam offer not only meets our criteria but will offer all practices a professional and speedy service at a competitive price. See the Questions and Answers below for more information, but if you would like to discuss this further before signing up, please contact Lisa Dulson, PA to the Federation on [Lisa.Dulson@northstaffs.nhs.uk](mailto:Lisa.Dulson@northstaffs.nhs.uk).

### **Who are Ellis Whittam?**

Ellis Whittam are a national provider of Employment Law, HR and Health & Safety services with 200 employees across the UK. Originally established in 2004 by Mark Ellis (CEO), they now support 3,200 clients, of which 76 are medical practices and health centres, a number of whom are practices within our Federation. They also support over 200 pharmacies as well as providing advice on over 6,000 calls per annum from members of the National Pharmacy Association.

### **What is the Service they are offering?**

Ellis Whittam has developed a bespoke service and fee structure for us that will allow practices to opt in or out on an annual basis. This is in contrast to the typical contractual model of 3 to 5 year contracts they currently provide to existing clients and which would be available from other providers. The service gives access to HR/Employment law support for a price of £450 plus VAT per annum.

For this you get up to three hours access to telephone/email support with a legally qualified adviser. Time is recorded by the minute meaning that you only ever pay for the time you use, in contrast to a typical solicitor model that charges in minimum blocks of time, usually 6 minutes. If you go over the 3 hours included in the package you will be billed on a quarterly in arrears basis at £140 plus VAT per hour.

You also have the option to take legal expenses insurance for the price of £7.93 per employee per annum (this is optional). This insurance will cover you for the costs of any awards or settlements arising out of an employment claim, as well as any cost of counsel incurred at an employment tribunal hearing. The service is wrapped up in a software system that allows access to case law/best practice/templates and the call recordings from advice taken.

### **Why do I need this service?**

You can't always anticipate when you may need a HR or Employment Law expert to assist you, it may be an employee on long term sickness, a grievance or disciplinary or just simply needing to review your contracts of employment or policies in your employee handbook. Sometimes trying to work your way through these problems with little or no employment law expertise can be confusing. Therefore, the partnership between Ellis Whittam and the Federation ensures that all of our members can access professional advice at an affordable cost and offers an alternative to signing up to costly 3 to 5 year fixed term deals or paying solicitors high hourly rates. In addition, sign up now and the Federation will be making a contribution on your behalf too!

### **3 hours does not seem enough for our Practice – is there another option?**

Ellis Whittam have developed this model because most medical practices tell them that they are relatively low use, and in the main that is their experience of the practices they support. If however, you believe that the model suggested is not appropriate for your own practice and circumstances, then Ellis Whittam would be happy to provide a quote for a fixed price 3 to 5 year agreement. They will also provide a further 10% discount to their normal fixed fees for any Federation practice.

### **What if I am tied into an existing contract?**

You will need to do the maths as to whether it would pay to terminate your existing contract. However, beware of the costs associated with this – it may only be beneficial to do this if you only have a couple of months remaining on your existing contract.

If you have recently signed a fixed term deal for 1 or more years, you are probably going to have to remain with your current provider for the foreseeable future. However, the agreement with Ellis Whittam allows practices to opt in and out on an annual basis and so you can join at a time that suits you. For this reason, we are hoping to have another enrolment exercise later in the year, for those who may already be tied into existing contracts with other providers and will continue with 2 points of enrolment annually going forward.

Ellis Whittam have pointed out to us that many fixed term contracts have onerous auto-renewal clauses, many of which require you to serve at least 6 months' notice prior to your end date. If you do not serve notice in time your existing provider will most likely roll your contract on for another contract period. At its most extreme, this can mean for example that if you are in a five year agreement, and you miss your notice period, then you will be automatically renewed for a further five years. Therefore if you are interested in this offer and want to take it up, please ensure you are able to do so by understanding the notice period you are currently contracted to and ensure you serve it in good time.

### **What is the Cost?**

£450 plus VAT (£540) per annum retainer per practice for up to 3 hours advice and support, thereafter further advice and support will be charged at £140 plus VAT (£168) per hour of usage. The optional Legal Expenses Insurance is charged at £7.93 per annum per employee.

In addition, as part of re-investing back into Primary Care, North Staffordshire GP Federation will be making a contribution to the initial £450 charge for all members who sign up immediately, further details of what this contribution will be will be confirmed in the near future but it is likely to be approximately half of the £450 plus VAT cost.

### **I am also interested in Health and Safety support – why is that not being covered?**

Ellis Whittam do also have a comprehensive Health and Safety offering, and the Federation is keen to explore that with them at a later date, but in the interests of keeping matters simple for now we have asked them to just concentrate on their HR and Employment Law offering. If any practice does have an urgent requirement in this respect and wishes to discuss this further with Ellis Whittam, please just let us know.

### **Do I have to sign up now or can I wait until a later date?**

To take up the option with a contribution paid by the Federation, you do have to sign up now. However, it is anticipated that we may have another enrolment exercise later in the year, for those who may already be tied into existing contracts with other providers. If you think you might join up later in the year then please let us now so we can plan accordingly.

### **Where can I find out more?**

**Ellis Whittam are running a Webinar on Thursday 28<sup>th</sup> June 2018 at 10.30am.** You register to join the Webinar live at this link <https://attendee.gotowebinar.com/register/7340982133173969921>.

Alternatively, and providing you have registered, if you are unable to participate in the live event, you will be able to view a recording of it after it has taken place by following a link that will be sent to you once you have registered.

### **What do I need to do now?**

We require each practice to email Lisa Dulson, PA to the North Staffordshire GP Federation at [Lisa.Dulson@northstaffs.nhs.uk](mailto:Lisa.Dulson@northstaffs.nhs.uk) to advise whether or not you intend to sign up to the service by no later than Monday 16<sup>th</sup> July 2018.



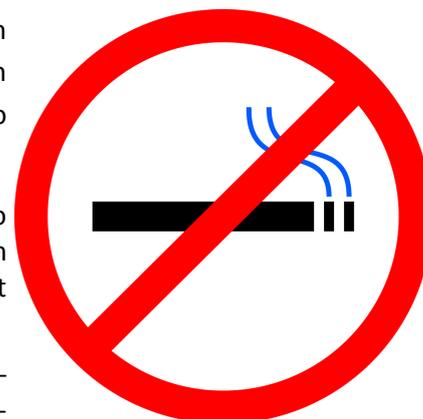
## Smoking Cessation Provider– Stoke on Trent Area

Following on from our announcement that North Staffordshire GP Federation has been successful in becoming one of two providers for Smoking Cessation Services for Stoke-on-Trent patients. We have now met with the City Council to discuss mobilising the service and signing the contract.

We are currently working on the sub-contract for those practices that want to deliver a Smoking Cessation service from their practice (via a sub-contract with the Federation) and this will be shared with practices by the time of the next newsletter in July 2018.

Just for clarity – please be reminded that this is only applicable to Stoke-on-Trent practices due to the way Staffordshire County Council choose to commission Health Promotion services (or not as the case may be).

Services are on target to go live from 1st October 2018.



## Quality Improvement Facilitator

As reported in the May 2018 newsletter, the LMC and GP Federation have been successful in obtaining funding to recruit a Quality Facilitator for the area. The job description is has now been agreed and the advert for the vacancy will be out by the end of the week, so keep your eyes peeled!

This will be a fixed term post employed by the GP Federation and will work closely with NHS England, the LMC and the GP Federation. This post will be a real support to practices in sustaining quality improvements in their practice – they will purely be a resource for local GP practices.

## Workforce Team Updates and Information Requests

### GP Vacancies

We are kindly asking all practices to forward any GP vacancies to us, to allow the Federation to advertise your vacancies whilst our workforce team work and liaise with both newly qualified GPs and GPs moving to the area. This is a free advertising resource to help you. GP Vacancies to be emailed at any time to: [Lisa.Dulson@northstaffs.nhs.uk](mailto:Lisa.Dulson@northstaffs.nhs.uk)

### Supporting GP Locum (full-time)

Last month, our first GP Locum Network meeting facilitated by Dr Anil Sonnathi was held to support full time GP locums with peer support / networking / CPD / case discussions etc. This event has all been well received. Our next meeting is to be held on Thursday 21<sup>st</sup> June 2018 2pm – 4pm. Interested full-time GP locums should email: [Lucy@Howbeckhealthcare.co.uk](mailto:Lucy@Howbeckhealthcare.co.uk) for more information.

### GP International Recruitment

13 North Staffordshire practices out of a total of 33 practices across Staffordshire have expressed an interest for an international GP recruit. Later this month, NHSE will be sending further information to practices along with the process for next steps.

## Learning and Development Opportunities

Following the success of the 7 Updates for Practice Managers session in January run by Conferences 4 Health, the Federation are pleased to facilitate some additional training for **Front Line Practice Staff** as well as another session for **Practice Managers**.

The **7 Updates for Front Line Practice Staff** events are split over 2 sessions (AM and PM) and 2 days - to allow rotation of staff within your practices and to maximise the number of people who can attend.

Both sessions on the 2 days will be identical so there is plenty of opportunity to book a place! Practice Managers have received the agenda to share with staff so please start getting them booked on for what will be very useful half-days.

The dates for **Front Line Practice Staff** are:

### **29th June:**

AM Session (9am-12.15pm): <https://www.eventbrite.co.uk/e/7-updates-for-front-line-practice-staff-tickets-46630608405>

PM Session (1.30pm-4.30pm): <https://www.eventbrite.co.uk/e/7-updates-for-front-line-practice-staff-tickets-46631169082>

### **20th July:**

AM Session (9am-12.15pm): <https://www.eventbrite.co.uk/e/7-updates-for-front-line-practice-staff-tickets-46631605387>

PM Session (1.30pm-4.30pm): <https://www.eventbrite.co.uk/e/7-updates-for-front-line-practice-staff-tickets-46631668576>

The date for **Practice Managers** is:

**19th October** (all day): <https://www.eventbrite.co.uk/e/7-updates-practice-manager-training-tickets-46631932365>

Please follow the Eventbrite links to book your places, be quick as some are filling up fast. Any questions then please contact Lisa Dulson at [Lisa.Dulson@northstaffs.nhs.uk](mailto:Lisa.Dulson@northstaffs.nhs.uk).

We are also bidding for further monies to support Practice Manager development so please keep ideas coming.

## Basic Life Support Training

We are sometimes approached by practices looking for Basic Life Support Training. Therefore, please find below details of a some qualified trainers who can deliver Basic Life Support training as well as other first aid courses either to groups or one to one sessions.

- Mark Noble — tel: 07772715086 / email: [mark@noble719.orangehome.co.uk](mailto:mark@noble719.orangehome.co.uk)
- Matt Manifold and Steve Greatbatch, contact (details opposite)

### **M&G Training Solutions**

*Providing first aid training solutions  
in the workplace*

#### **Matt Manifold**

Qualified Trainer

Tel: 07747003744

#### **Steve Greatbatch**

Qualified Trainer

Tel: 07541287309

Email:

[mandgtraining.solutions@gmail.com](mailto:mandgtraining.solutions@gmail.com)



## General Data Protection Regulation (GDPR)

The GDPR came into force on 25th May 2018, we hope that you have now all taken advantage of our GDPR Service provided by PCIG Consultancy and reviewed your privacy notices and other documentation accordingly. Don't forget that PCIG Consultancy are on hand Monday to Friday 8am to 8pm to answer any questions that you have and there is a resource website here: <https://www.pcigconsulting.com/gdpr-resources>.

The contact details are:

PCIG Consultancy  
Paul Couldrey  
Tel: 07525 623939  
Email: [couldrey@icloud.com](mailto:couldrey@icloud.com)



As a reminder, invoices for practices 50% contribution to this service will be sent out in August 2018, along with invoices for membership monies.

## Farewell to Amy!



Everyone at the North Staffordshire GP Federation would like to wish Amy Dudley a fond farewell as she leaves us to pursue her career in teaching.

Amy has spent the last 2 and half years supporting the Federation and we are all sad to see her leave but wish her luck on her new journey.

As you may all be aware, the Federation has recently appointed a new Personal Assistant, Lisa Dulson who will be picking up on some of the work that Amy Dudley has been kindly undertaking, as well as other duties around Governance and various projects that the Federation are involved in.

Lisa is new to Primary Care, having spent 17 years in Social Housing as an Executive Assistant. Lisa is looking forward to working with you all in the future.

## A Reminder: Invoices from the Federation

Invoices for GP Federation membership, through the Transformation and Engagement Scheme, along with contributions towards GDPR, Blue Stream and any other areas being jointly funded, are expected to be circulated to practices from August 2018.

Hopefully by receiving the invoices mid-year, this will help with cash flow and ensure that the appropriate funding from the CCG for Transformation and Engagement will have been received into your practice accounts.

On another, but related note, we are always looking for more ways we can benefit our members by saving you time and money. If you have any ideas of other services, training or ways in which we can benefit you and the wider membership, please let us know by contacting Lisa Dulson, PA to the Federation at [Lisa.Dulson@northstaffs.nhs.uk](mailto:Lisa.Dulson@northstaffs.nhs.uk).