



Weekly Inbox

29 JAN 2018 Issue 256

YOUR WEEKLY INBOX

The Weekly Inbox is produced by the Ipswich and East Suffolk Clinical Commissioning Group for circulation in your practice, to provide you with essential clinical guidance and useful support.

The key below indicates the intended audience of each article:

GP: GPs
PM: Practice Manager
Ad: Administrative staff (including medical secretaries, receptionists)
PN: Nurses (including HCAs, Practice Nurses, ANPs)
Oth: Other clinicians (including ECP, Pharmacists)

FOR ACTION	FOR INFORMATION
1. Practice Nurse Forum	20. Find it on the CCG website
2. Organ Donation Consultation	COMMISSIONING UPDATES
3. Public Health Suffolk: FGM Survey	21. New Online Education, Health and Care Hub
FOR INFORMATION	EDUCATION & TRAINING
4. Message from SCH: Drug Administration Chart	22. Midlands and East General Practice Nursing Conference 2018
5. LD Health Check	23. Demand and Capacity Support to Practices
6. Care Homes Reporting	24. CQC Key Lines for Enquiry Workshop
7. Allergy Referrals to IHT	25. CDEP Training
8. Primary Care Workforce Development Conference	26. DUET Diabetes Foot Screening Workshop
9. East of England Global Health Conference	27. Suffolk Respiratory Group – 2018 Clinical Meetings
10. Reminder: Use of Antiviral Medicines	28. WRAP Training
11. Pancreatic Cancer – 10 Top Tips	29. New Events & Training
12. CRUK Digital Display and Data Packs	30. CEPN
13. Transforming Perceptions of Nursing and Midwifery	CONTACTS and USEFUL LINKS
14. PACE Setter Award	31. Contact us
15. Perinatal Service Launch	DID YOU KNOW...?
16. LMC Newsletter	32. Did you know...? Adoption Registration Service
17. Connect Newsletter	CHART OF THE WEEK
18. Lead in Drinking Water	33. Chart of the Week: A&E Attends per 1,000 patients (all referral types, all ages – YTD @ November 2017)
19. Suffolk Good Neighbour Scheme	

FOR ACTION

PN

1 Practice Nurse Forum

Our next Practice Nurse Forum is on 07 March at Trinity Park. This forum is for nurses working in general practice across Ipswich and east Suffolk to share information, link with each other and engage in shaping the future of practice nursing in East Suffolk. It would really help us with planning the session to know numbers so please could we ask you to let [Shelley Mitchell](#) know if you are coming by **Friday 09 February 2018**. Thank you to those of you who have already told us you plan to attend.

[Back to top](#)

OC GP PM Ad PN

2 Organ Donation Consultation

The government plans to change the organ donation system to an 'opt-out' system. [Click here](#) to find out more and submit your views. The consultation will close at **midnight on Tuesday 06 March**.

[Back to top](#)

OC GP PM Ad PN

3 Public Health Suffolk: FGM Survey

Public Health Suffolk has been leading on work to address FGM workforce development needs identified through the FGM: Group at Risk of Disadvantage Health Needs Assessment. They have commissioned a short survey as they want to make sure that sufficient work has been done to meet this need. This will then determine whether more work needs to be done. There are 7 short tick box questions asking about current knowledge and confidence when working with cases involving FGM.

The survey can be accessed via:

<https://www.surveymonkey.co.uk/r/PHFGMAudit>

More information about FGM can be found on the Healthy Suffolk website by accessing the [FGM Hub](#).

[Back to top](#)

FOR INFORMATION

OC GP PM Ad PN

4 Message from SCH: Drug Administration Chart

The Suffolk Community Healthcare teams continue to require a signed drug administration chart for the administration of drugs. We have been working with colleagues in the CCG and Acute trusts to try to make this easier and quicker for you.

Discharges from IHT from now on will have a prepopulated form produced from the Evolve system which our staff can use, this will reduce the number of drug administration charts you need to complete on discharge.

Within SystemOne, we have updated the 'Just in Case' pre-populated drug administration charts to reflect the changes in the community contract and added a blank drug administration chart for when you are asked to complete one by our teams. All the drug administration charts can be completed via SystemOne printed double-sided and then signed by yourselves ready for the community staff.

We are constantly looking for ways to improve the governance with medications administration whilst being mindful of clinicians limited time, if you have any additional ideas you would like to discuss with us please do get in touch.

Fiona Whitfield, Head of Nursing for the community :

Fiona.whitfield@suffolkch.nhs.uk

[Back to top](#)

5 LD Health Checks

Just a reminder that when you are entering information onto CQRS for annual Learning Disability health checks, you must manually enter the numbers of patients on your register regardless of whether any checks have been done or not. Please do not leave it blank or enter a '0'. This is to help us monitor how many LD patients there are in the CCG and also helps the LD nurses with their work. Any queries please contact [Emily Rawlinson](#).

[Back to top](#)

6 Care Homes Reporting

When completing the Care Homes Quarterly Data and KPI Activity template, please could you ensure that you do not leave any blank spaces or enter 'N/A'. If you do not have any data for a particular KPI, please enter the number '0'. Please also remember to use the new template which came into effect with the new LES as of 01 July 2017. This can be found on the [Primary Care Contracts](#) page of the CCG website (log-in required).

[Back to top](#)

7 Allergy Referrals to IHT

Practices are asked to continue to refer into ENT at Ipswich Hospital for Allergy referrals. At the point of triage it will be decided whether the hospital can offer advice or, if required, the patient will be referred to Cambridge.

[Back to top](#)

8 Primary Care Workforce Development Conference

Due to unforeseen circumstances, the Primary Care Workforce Development Conference has had a change of date from Tuesday, 13th March 2018 to:

Wednesday, 11th April 2018, 09.00 to 17.00
The Rowley Mile, Newmarket

This conference will aim to answer all the questions that GPs and practice managers have about the new primary care workforce. Find out everything you wanted to know about Physician Associates, Paramedics, Advanced Nurse Practitioners and Clinical Pharmacists, including their clinical and/or prescribing limitations. More details including speakers and how to book will be provided soon. [Click here](#) to view flyer.

[Back to top](#)

9 East of England Global Health Conference

This half-day conference with evening keynote speeches and networking reception will take place on **Wednesday 14 March** at Robinson College, Cambridge.

The conference will focus on:

- Shared learning from global health activity
- Sustainable development goals
- Global health volunteering
- Health partnerships
- Co-development
- Research into action

The conference will encourage and enable more collaboration between clinicians and academics, and will launch the East of England Global Health Partnerships Network. [Click here](#) to download the agenda. CRUK D

Visit www.eoeglobalhealthconference.eventbrite.co.uk for tickets and more information.

[Back to top](#)

10 Reminder: Use of Antiviral Medicines

The Chief Medical Officer and Chief Pharmaceutical Officer in December 2017 issued [advice on the prescribing and supply of antiviral medicines for the prevention and treatment of influenza](#). Data indicated that the amount of increased influenza circulating in the community, now warrants the use of antiviral medicines. The advice recommended that it is appropriate for antiviral medicines to be prescribed for people presenting with flu-like illness in line with regulations that govern the prescribing and supply of antiviral medicines in the community and current NICE guidance. Please ensure this information is shared with all prescribers.

[Back to top](#)

11 Pancreatic Cancer – 10 Top Tips

Pancreatic Cancer UK and Macmillan Cancer Support have teamed up with GPs and people affected by pancreatic cancer, to develop 10 top tips for both GPs and patients that aim to improve the rate of early diagnosis in pancreatic cancer. Click on the links below to view:

[Primary Care 10 Top Tips – Early Diagnosis of pancreatic cancer](#)
[Patient 10 Top Tips – Helping you to talk to your GP](#)

[Back to top](#)

12 CRUK – Digital Display and Data Packs

Cancer Research UK has recently prepared a slide pack that can be used on GP practice screens. This can be downloaded from the [Digital Resources](#) page of the CCG website. CRUK are also currently in the process of preparing individual data packs for all GP practices in Suffolk. These will be sent out to practices within the next few weeks. For more information, please contact [Donna Reeve](#).

[Back to top](#)

13 Transforming Perceptions of Nursing and Midwifery

NHS Horizons is working with the Nursing Directorate in NHS England on an exciting project to transform perceptions of nursing and midwifery. Currently, they are collecting ideas and stories, which you can add your own suggestions to, on their [crowd sourcing platform](#). The platform is open to everyone and people are urged to join in and share their ideas and stories too. Join the conversation, take a look at the challenges, post your stories and ideas, vote for your favourites and contribute to the discussion.

[Back to top](#)

14 PACE Setter Award

The Patient engagement, Accessing services, Clinical best practice and Educating and equipping staff and families (PACE) Setter Award is a new validated improvement programme for practices providing primary care services to children, young people, their families and carers. It is a formal system for recognising, promoting and sharing excellence in the provision of health services and is promoted by the CQC with many PACE Setter practices having received

"outstanding" CQC assessments. It is now available for NHS CCG Commissioners and providers in primary and community care across the UK. For further information, please view the PACE Setter Award [website](#).

[Back to top](#)

OC GP PM Ad PN

15 Perinatal Service Launch

NSFT invite you to attend the launch event for the Suffolk Perinatal Service. This will take place on **Friday 23 February** between 9.30am – 1pm at The Mix in Stowmarket ([click here](#) to view flyer). Please contact [Helen Jackson](#) to book your place as there is a limited venue capacity. Lunch will be included so please also advise of any dietary requirements when booking a place.

[Back to top](#)

OC GP PM Ad PN

16 LMC Newsletter

Please [click here](#) to view and download the January 2018 issue of the Suffolk LMC Newsletter. This month's edition contains useful information about TPP Data Sharing, GP Partnership Disputes and Freedom to Speak Up Guardians in Primary Care, as well as a template proforma for GPs to use in response to requests from schools for sickness certificates.

[Back to top](#)

OC GP PM Ad PN

17 Connect Newsletter

Connect is the newsletter produced by the Ipswich and Colchester hospital trusts. [Click here](#) to view the latest edition, highlights of which include the recent 'Good' CQC rating at IHT, information about future drop-in sessions concerning the IHT/CHUFT merger and an update on the proposed name for the new organisation (East Suffolk and North East Essex NHS Foundation Trust).

[Back to top](#)

OC GP PM Ad PN

18 Lead in Drinking Water

The CCG is supporting Anglian Water's campaign to raise awareness of the dangers of drinking water from lead pipework. Anglian Water will soon be writing to GP practices asking you to display some leaflets in support of the campaign. For more information visit www.anglianwater.co.uk/leadfacts.

[Back to top](#)

OC GP PM Ad PN

19 Suffolk Good Neighbour Schemes

A Good Neighbour Scheme is a voluntary initiative run by a group of local residents who want to help their people in their locality to enjoy a better quality of life by offering them support with every day tasks. This helps to build a stronger and more resilient community where people know each other and help out where needed. The schemes are generally operated via a mobile phone held by a volunteer who will put users in touch with a volunteer who can help them. In 2017, [Community Action Suffolk received funding from the Big Lottery](#) to increase the number of schemes in Suffolk and support those already operating around the county. To find out more about getting involved or setting up a Good Neighbour Scheme, please contact [Sally Connick](#).

[Back to top](#)

OC GP PM Ad PN

20 Local vacancies

Please click the above link to see the current local GP and practice staff vacancies. If you have a vacancy to advertise here and on our website, please contact [Stuart Graham](#).

[Back to top](#)

OC GP PM Ad PN

21 Find it on our website!

An email was sent out in December regarding Admission Prevention Services in Suffolk. Please ensure you are aware of the guidance, which can be found [here](#) on the CCG Website. If you need any further information please contact [Claire Pemberton](#).

[Back to top](#)

COMMISSIONING UPDATES

Find out the latest commissioning news from the CCG. We welcome your comments and feedback on any items in this section – [contact us](#)

OC GP PM Ad PN

22 New Online Education, Health and Care Hub

A new online tool is currently being developed that will give young people, families and practitioners live access to the progress of an EHC Needs Assessment. Once live, the EHC Hub will allow the progress of an assessment and any information and advice submitted to be tracked at any time. As part of its development, the tool is currently being tested with a small number of families and professionals. The testing has helpfully identified areas that require further development, which we will be working on over the coming few months. We hope to be able to launch the EHC Hub for all EHC needs assessments early in the Summer 2018 term.

Key features of the EHC Hub will be:

- Young people and families will be able to submit their views online and upload additional information, including photographs and images that are important to the child or young person
- Practitioners will be able to submit information and advice online avoiding any unnecessary delays with the delivery of paper-based reports
- Young people and families will be able to view who has been asked for information and advice and can let the Local Authority know if someone has recently become involved
- Young people and families will be able to view information and advice at the same time as the Local Authority receives it
- Correspondence between the Local Authority and the young person and family will be held on the EHC Hub so decisions are shared immediately
- When a draft EHC Plan is issued, young people and families can give feedback via the EHC Hub on each section.

Once all EHC Needs Assessments are being processed through the EHC Hub, we will be looking to test the use of the EHC Hub for annual reviews of EHC Plans.

[Back to top](#)

EDUCATION & TRAINING

PN

23 Midlands and East General Practice Nursing Conference 2018

Registration is now open for the Midlands and East General Practice Nursing Conference 2018, to be held on **Wednesday 21 March**. Items for discussion include the GPFV, NHSE GPN 10 Point Plan, general practice Nursing Strategy and what Sustainability and Transformation Plans (STPs) mean for primary care.

There will also be workshops on a variety of topics including evidence-based practice, promoting self-care, Developing Education networks and Clinical Supervision.

[Click here](#) to view the flyer or visit www.eventsforce.net/gpnconference to register for a place online.

[Back to top](#)

OC GP PM Ad PN

24 Demand and Capacity Support to Practices

NHS England is offering support to help general practices and primary care teams to gain a better understanding of their current demand and how the available capacity (i.e. workforce) can be better used to manage this locally. This will cover areas such as an introduction to the theory of demand and capacity, practical solutions to managing demand and working at scale to widen access to general practice. GPs, practice teams and CCGs are invited to attend demand and capacity events taking place in their region from January 2018. Further details are available on the [NHS England website](#).

There are two topics to be covered, the same content will be repeated for each webinar at 1pm and again at 5.30pm.

- Webinar One: Understanding demand and capacity
[2 March 2018, 1pm](#) or [2 March 2018, 5.30pm](#)
- Webinar Two: Acting on demand and capacity
[20 March 2018, 1pm](#) or [20 March 2018, 5.30pm](#)

[Back to top](#)

OC GP PM Ad PN

25 CQC Key Lines for Enquiry Workshop

Unfortunately we have had to postpone the planned CQC KLOEs session on 07 March. The CQC are holding a regional update meeting for their inspectors on 08 March so it makes more sense to hold our session after this date to ensure you receive the latest information. We hope to rearrange it for the following training and education afternoon, which will be on 25 April.

[Back to top](#)

OC GP PN

26 CDEP Training

Would you or one of your practice colleagues benefit from free online Diabetes learning? We have access to some free competency-based online training licences that support all levels of healthcare practitioners to help them demonstrate and improve their Diabetes knowledge and skills relevant to their role as per the national agreed diabetes competency frameworks. This training ranges from unregistered to registered, non-diabetes specialists to diabetes specialist.

Further details can be found in the programme flyer [here](#) and in the supporting document [here](#).

Both the CCG and the Ipswich Hospital Diabetes Centre support this training so should you or your colleagues be interested please contact [Claire Pemberton](#) or [Dean Onno](#) in order to register. Initially we have to limit the number of these free licences to two per practice but it would be helpful to know who else is interested to in order to gauge future demand.

OC GP PN

27 DUET Diabetes Foot Screening Workshop

There will be an upcoming Diabetes Foot Screening workshop held in Ipswich on **Friday 20 April**. Led by an experienced Diabetes Specialist Nurse, this workshop is an informative and interactive way for practitioners at all levels to develop or maintain skills and competency in assessing the diabetic foot. Using NICE guidance as a framework the workshop aims to equip the learner with the knowledge and skills to competently examine and assess the diabetic foot for potential and actual problems.

[Click here](#) for more information, including details on how to book. Please note there are **only 5 places left** for this session.

[Back to top](#)

OC GP PN

28 Suffolk Respiratory Group – 2018 Clinical Meetings

The Suffolk Respiratory Group has released the programme of its planned Clinical Meetings for 2018. [Click here](#) to view.

The next meeting will be:

Thursday 01 March at the Farmers Club, Bury St Edmunds

[The Ins and Outs of Breathing: Identifying altered breathing patterns](#)

Speaker: Taryn Walker, Advanced Nurse Practitioner at Ipswich Hospital

Places are limited so please book early. Please confirm your attendance by contacting: suffolkrespiratorygroup@gmail.com.

[Back to top](#)

OC GP PM Ad PN

29 WRAP Training

We've arrange for a WRAP (Workshop to Raise the Awareness of Prevent) training session at the Training & Education event on 7 March with Tabitha Griffin. The session is open to both clinical and non-clinical staff, but places will be limited. Please contact [Shelley Mitchell](#) to book a place.

You can also arrange to have WRAP training at your surgery; please contact [Tabitha Griffin](#) to arrange this.

[Back to top](#)

30 This Week's New Training Courses

The list below summarises the new training courses that have been added to the CCG website this week. Please click the links below for access to further details and booking information. The tabs on the right-hand side indicate if the events are aimed at a particular staff group.

[Child and Adolescent Health Study Day – 31 Jan](#)

OC GP PN

[Practice Management Study Day – 07 Mar](#)

PM

[Minor Injection Update Course – 15 Mar](#)

OC GP

[Neurological Workshop Key Red Flags – 27 Mar](#)

GP

PN

[Rheumatology Study Day – 23 Apr](#)

OC GP

PN

[Palliative and EoL Care Study Day – 02 May](#)

OC GP

PN

[Gastroenterology Workshop – 09 May](#)

OC GP

PN

[Back to top](#)

31 CEPN (Community Education Provider Networks)

Ipswich & East and West Suffolk Clinical Commissioning Groups are working together with representatives from primary and community care services and training providers to address workforce and workload challenges to ensure that we have the right number of health and care professionals with the right skills to meet the evolving needs of local people.

Please follow the link to [CEPN Newsletter - Issue #20](#).

If you would like to sign-up to the newsletter, join the CEPN Steering Group in your CCG area or have suggestions/feedback to support us with this work, please email CEPN@suffolkch.nhs.uk.

[Back to top](#)

CONTACT

32 Your views and feedback are very much appreciated. If you have any comments, suggestions or contributions for inclusion in The Weekly Inbox, [please email us](#).

If you are not currently on the regular distribution list for the Weekly Inbox but would like to be, you can [sign up here](#).

For queries relating to contracts, please email IESCCG.gp-contract-queries@nhs.net with **Contracts** in the subject line.



Safeguarding Children is Everyone's Responsibility: news, guidance and resources can be found on the [CCG's Safeguarding Children webpage](#).

- [Bookmark the CCG website](#)
- [Latest news from the CCG](#)
- [Who's who in the Clinical Executive](#)
- [Useful links to NHS and other websites](#)
- [Ipswich and East Suffolk Falls Directory](#)
- [Map of Medicine Guidance and Pathway Videos](#)
- [Download Digital Campaign Resources](#)
- [NHS England](#)
- [Ipswich Hospital website - GP section](#)



[Like us on Facebook](#)



[Follow us on Twitter @IESCCG](#)

[Back to top](#)

DID YOU KNOW...?

33 Adoption Registration Service

This service can check for a record of a Civil Death Registration in England, Wales and the Isle of Man on behalf of adoptees and birth relatives to establish if an adoptee or birth relative is recorded as having died. You can also use this service to forward information about hereditary medical conditions to an adoptee's or birth relative's GP. Find out more by visiting:

<https://digital.nhs.uk/article/259/Adoption-Registration-Service>

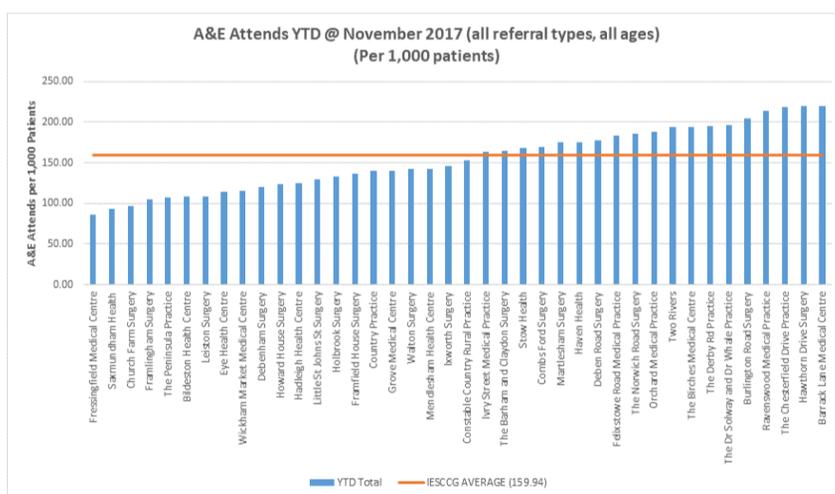
[Back to top](#)

CHART OF THE WEEK

34 We are often asked for more comparative information to enable practices to know where they stand on a variety of indicators in comparison with other practices. Therefore we publish a chart every week on a variety of topics.

Please [let us know](#) there are any topics that you would find it useful for us to cover.

This week we are looking at **A&E Attends per 1,000 patients (all referral types, all ages - YTD @ Nov 2017)**.



[Click on chart to enlarge](#)

[Back to top](#)