



GLASGOW LOCAL MEDICAL COMMITTEE LIMITED

COVID PRACTICE COMMUNICATION NO:3

17th April 2020

To All GPs and GP Practices

GPs and practice teams across GGC are continuing to provide care and advice to their patients amidst the challenges of the Covid-19 pandemic. We are proud that all GP practices stayed open on Good Friday and Easter Monday providing essential services and reducing the burden on NHS24 and the GP Out of Hours service.

We wish to thank those GPs who have signed up to work in the Community Pathway Telephone Triage Hub and the Community Assessment Centres. The ability to stream Covid or potential Covid patients into the community pathway away from practices, allows GP practices to focus on non Covid workload and reduces the risks of infection amongst staff and patients. In our advisory role of GP Subcommittee, we continue to work with Board and HSCP staff including clinical directors contributing to the ongoing development of the Clinical Pathway Hub and Assessment Centres across GGC which has been established in such a short period of time.

We understand the massive changes that GPs and practices have had to implement to ensure that care can be delivered in a safe manner for patients and staff. Whilst adapting to these new ways of working, the changing landscape of information and guidance to practices is immensely challenging. This is added pressure to GPs and practice managers is an area that we would like to help with.

The amount of guidance and documents being sent out by the Board and other official sources can be overwhelming. The LMC will be producing a weekly Communication that will include links to the current key Covid-19 documents. Please be aware that this will not be a comprehensive list of all the documents in circulation and that it is important that the practice's generic NHSmail box is checked regularly for updates.

Of this guidance in particular, we wish to highlight the **GP Advice Deck** which consists of guidance developed by the Covid-19 Primary Care Clinical Advisory Group which GP Sub contributes to. This is a suite of 6 documents, which are regularly updated to align with national guidance, aimed at assisting GP practices' response to the pandemic:

1. Triage Pathway
2. Cleaning Advice
3. Practice Respiratory Appointment
4. Home Visits
5. Child Triage
6. Practice Clinical Distancing for examination

These documents are available on Staffnet. The LMC weekly bulletin will contain links to the current version of these documents to provide easy access to the most up to date version of the documents outside the NHS network.

The LMC leadership team with Drs McDevitt, Moultrie and Ip are engaged with the many Board groups that are planning and implementing the response to the pandemic. These include groups covering clinical advisory, IM&T, clinical pathways, Hub and CAC and the primary care coordination group. Our focus in these groups is to ensure that GP practices are supported to deliver the right care to our patients.

The Executive committee which has taken been delegated the business responsibility of the full committee continues to meet every fortnight via Skype.

The GP Record View is now live on Clinical Portal. A summary of the GP information can now be viewed by clinical staff looking after the patient. This sharing of data gives the clinician the ability to view patients' problem list, all medication, and values such as BP and O2 sats. This will be valuable additional information for the acute assessment of patients both in the community and in secondary care.

As we approach the peak of the pandemic, the importance of business continuity and planning for significant disruption to staffing levels is paramount. We are working with the Board to develop a Buddying guidance document which will include the functionality that will give practices access their buddy practice's server and clinical system. This will allow full access to EMIS/Vision and Docman by the buddying practice so that safe clinical care can be delivered.

Practices will be receiving the funding package in their bank accounts very shortly. This was agreed between SGPC and Scottish Government to fund the expense of practices opening on the 2 Easter public holidays, and to reimburse for any additional expenses incurred as a result of the pandemic. Discussions are currently ongoing with regards to the May public holiday and GP practices will be informed once agreement is reached.

We hope that you will find the weekly update of key documents at the foot of this document helpful. Please feedback comments to us. There are a small number of other matters we would like to bring to your attention.

Other matters

PVG We would like to remind practices of their responsibility to take appropriate steps to ensure the safeguarding of vulnerable people and children and suggest that ensuring that all staff have a PVG in place is likely to be an important part of that.

Patient Registration We are aware that over the last few weeks, Primary Care Support has had a number of queries from GP practices and patients about patient registration, and it may be useful therefore just to clarify the current position during the Covid-19 pandemic as we understand it.

The contractual obligation to accept new registrations still stands; should a patient wish to register with you, and you do not have a closed list, you must accept them unless you have reasonable grounds to refuse which do not relate to the patient's race, gender, social class, age, religion, sexual orientation, appearance, disability or medical condition. The regulations state that it would be reasonable to refuse a patient who lives out with your practice catchment area and Scottish Government recently stated that during the Covid-19 pandemic, it would be reasonable to refuse to register a patient who is already currently registered with a local GP practice within your catchment area.

It is important that you continue to register new babies and families of registered patients, noting that you must accept immediate family members of a registered patient even if your list is closed. Patients who move into nursing or care homes in your catchment area should also continue to be registered as before.

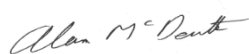
In the current situation where practices are taking steps to reduce footfall in the surgery, Practitioner Services, through Primary Care Support, have confirmed that registration forms can be submitted by post or email to surgeries or details can be taken over the phone. This allows patients to access registration with a practice with arrangements being made to sign registration forms later. There is no need to physically see a patient before accepting application to register and the new patient appointment required does not need to take place before 6 months from date of registration.

It is hoped that by taking these steps practices can continue to take steps to reduce footfall whilst ensuring that patients have access to registering with a GP. Please remember that if you do have reasonable grounds to refuse to accept a patient, you must write to them within 14 days of receiving their application explaining the reason why.

Should you have any further queries on patient registration, please contact Patricia Morrison on 0141 211 0676 or email patricia.morrison3@ggc.scot.nhs.uk

With warm regards and all best wishes to you all.

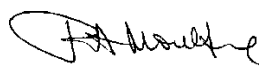
Yours sincerely,



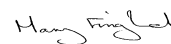
Dr Alan McDevitt C.B.E.
Chair



Dr John Ip
Medical Director



Dr Patricia Moultrie
Medical Director



Mary Fingland
Bus. Coordinator

LMC Weekly Document Highlight List

Please be aware that this is NOT a comprehensive list of all the available guidance that has been sent to GPs. These are the current key documents which we feel are important to GP practices. Please make sure that your practice's generic NHSmail box is monitored daily.

The **Escalation Plan** for practices and the Form required in the event of inability to deliver essential service;

- [NHSGGC General Practice Challenge Escalation Plan](#)
- [PCA\(M\)\(2020\)02 - COVID-19](#)
- [PCA\(M\)\(2020\)02 - COVID-19 GGC Form](#)

Health Protection Scotland Guidance for Primary Care

- <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-primary-care/>

PHE Guidance on Personal Protective Equipment (PPE)

- <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>

The **GP Advice Deck**. Guidance developed by the Covid-19 Primary Care Clinical Advisory Group.

- [Advice 1. Triage Pathway](#)
- [Advice 2. Cleaning Advice](#)
- [Advice 3. Practice Respiratory Appointment](#)
- [Advice 4. Home Visits](#)
- [Advice 5. Child Triage](#)
- [Advice 6. Practice Clinical Distancing for examination](#)

The **CMO Shielding Guidance** updated on 14 April 2020

- [CMO Update Letter to GPs 13.4.20](#)
- [Annex A Clinicians FAQs – Shielding](#)
- [Annex B Second letter to patients \(from Deputy First Minister\)](#)
- [Annex C CMO letter to patient - version for Clinicians to issue if they wish](#)
- [Annex D Local Authority Shielding Contact Details](#)
- [14 April shielding update for practices NHSGGC](#)

Clinical Negligence Cover letter- GPs and practice staff working in COVID Hubs and CAC

- [CabSecIndemnityu418806 07-04-2020 11-12-32 2](#)

Anticipatory Care Plans for Vulnerable and High Risk Patients

- [ACP Letter - April 2020 Final](#)

Information Commissioner's Office approach during Covid-19

- [ico-regulatory-approach-during-coronavirus](#)

Guidance for **Electronic Transfer of M CCD**

- [Guidance - M CCD and Remote Registration](#)

Scottish Government **Ethical and Clinical Guidance** 3 April 2020

- [COVID-19 Ethical Advice Support Guidance v2.2](#)
- [COVID19 Clinical Advice - v2.2](#)

Additional Funding Allocation letter 7 April 2020

- [Allocation letter 7.4.20](#)

Scottish Government **Primary Care Update** 10 April 2020

- [COVID update to Primary Care - 10 April 2020](#)