

NHS Scotland GMS Implementation
RCGP QOF REVIEWER TRAINING GROUP

Note of the meeting held on 7 March 2007, 1pm – 2pm, Inglewood House, Alloa

Present:

Dr Andy Kilpatrick, GMS Lead, NHS Fife (AK) (Chair)
Steve Faulkner, PC Contract Manager, NHS Lothian (SF)
Dr Bill Taylor, Director of QOF Training, RCGP Scotland (BT)
Dr Mike Winter, Associate Medical Director, NHS Lothian (MW)

Apologies:

Dr Nadine Harrison, SEHD
Diane Rich, RCGP Scotland
Martin Moffat, SEHD

In attendance:

Lee Henderson, GMS/PC Programme Support Team (LH) (*notes*)

1. Introductions and Welcome

The following proposed changes to the representation on the group will be discussed further at the next GMS Leads meeting:

- Graham Brown has now been replaced by Diane Rich, RCGP Scotland
- MW to step down with SF representing NHS Lothian / National GMC Support Programme
- NH and MM to step down as SE representation on the group is not appropriate

2. Notes of the Previous Meeting

The note of the meeting held on 25 October 2006 was agreed as an accurate record.

3. Matters Arising

Lay Reviewers

NHS Shetland did not train lay reviewers last year and have not indicated on their return to RCGP that they intend to do so this year. It was agreed that RCGP should not query this any further with NHS Shetland as training was provided in the Board area. Concerns should now be highlighted as an exception report and taken to the GMS Leads group with the request that John Turner informs NHS Shetland that guidance is not being followed, and to seek confirmation of the system they have in place as assurance that standards are being adhered to. **Action AK**

Confirmation as to whether the NHS QIS QOF Quality Assurance report highlighted that NHS Shetland has no lay involvement in the lay reviewer group will be forwarded to AK. **Action SF**

4. QOF Reviewers Training Contract

The SLA for the QOF reviewer training contract 2007/08 and 2008/09 was issued to RCGP on 20 February and BT confirmed agreement. The contract should be signed and returned as soon as possible to John Turner. **Action BT**

Quarterly budget reports should be submitted to Duncan Miller, GMS/Primary Care Programme Lead (nationalgmsprog@lpct.scot.nhs.uk) prior to the training meeting.

5. Feedback on Training

BT spoke to the 'Quality & Outcomes Framework Reviewer Training Report' and highlighted that the reports are used to plan the content of the future training. The report was endorsed by the group.

For audit purposes, the report excluding the annexes, will be circulated to Boards via QOF coordinators with a covering letter confirming endorsement by the group and confirmation that any issues are being addressed. QOF coordinators will be directed to the RCGP website for the annexes to the report. **Action SF BT**

It was noted that as the time scale for the refresher training is compressed, NHS Boards must be made aware that local training is needed for reviewers and the Winter III guidance will make this explicit.

6. Preparation for Next Years Training

RCGP have received anticipated training numbers from all NHS Boards, except Orkney, and are now offering training dates starting in May. Boards are being advised that although all reviewers must undergo refresher training, it is not essential to have undergone this to start reviewing. (training must be undertaken within the relevant calendar year).

The training manual is in draft and will be updated to take into account any changes in QOF. It is intended that the manual will go to the publisher on 1 April 2007. It was highlighted that the manual is not needed for the first training event.

7. QOF Plus Training

A meeting has been arranged between SF and RCGP to discuss the 'QOF Plus' programme pilot in East Lothian CHP and to determine training needs. RCGP will discuss potential training requirements with NHS Boards now. RCGP will look at developing this training and if appropriate roll out to NHS Boards. This training will be in addition to the standard QOF training.

It was noted that RCGP are providing a day's training on QOF Plus for QOF review trainers so reviewers are made aware of the development of QOF Plus at training events.

8. AOCB

A voluntary practice questionnaire may be included in the Winter III guidance or as an appendix to the guidance, for feedback on QOF reviewers. It was noted that the guidance has still to receive SGPC approval.

RCGP final accounts as at 31 March 2007 are to be sent to Duncan Miller (DM). DM and Ian McDonald will review the account and GMS Leads must decide if an external audit is needed. It was noted that the RCGP college accounts are already vigorously audited by London.

9. Date of Next Meeting

6 June 2007, 1pm – 2pm, Forrester Room, Inglewood House, Alloa.

Agenda items and papers should be emailed to Lee Henderson (nationalgmsprog@lpct.scot.nhs.uk) by 18 May 2007.

It was noted that BT will send a deputy.