

West Yorkshire Area Team
Ground Floor
3 Leeds City Office Park
Leeds
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26th July 2013

Publications Gateway Reference 00268

Dear Colleague

Re: GP assurance Framework – self declaration and collection of electronic practice catchment area (inner boundary)

Self Declaration

The transfer of commissioning and contractual responsibility from 152 separate commissioning organisations, to a single NHS Commissioning Board is taking place within the context of an overall reduction in staff. Likewise, GPs and practice staff are reporting increasingly severe workload pressures and as a consequence, we are seeking ways in which to rationalise and streamline administrative burdens on general practice. One way in which we wish to do this is through the use of a practice based self-declaration which replaces a number of previous reporting requirements for practices.

In a move away from the bureaucracy of QoF 'Grade A evidence' and an annual practice plan, NHS England is adopting a high trust, light touch process of assurance based on an annual self-declaration from practices. This electronically held, annually updated practice self-declaration will include confirmation that the practice can demonstrate contractual requirements and continue to meet CQC essential standards, as well as providing relevant additional information for use by NHS England area teams.

NHS England has discussed the enclosed annual declaration form with GPC and the Local Medical Committee executive. Whilst it will give contractual assurance for area teams, it is intended also to act as an aide memoir to practices, highlighting some key contractual and CQC requirements which need to be maintained.

The declaration itself will take 15-20 min to complete and is a series of yes / no answers. The collection will be submitted electronically through the primary care web interface which can be accessed via www.primarycare.nhs.uk.

The declaration for 2013/14 will commence in September 2013 and will remain open for submission for six weeks (practices will be notified when the submission is opened for completion). We ask that a senior partner / practice manager or designated administrator within the practice (with the authority from a senior partner) complete and sign off the declaration for and on behalf of the practice. To minimise any further burden on practices to supply information, we have made a reasonable assumption that the responsible person within the practice for submission of CQRS can also submit the practice declaration. These persons will be provided with a login to the web interface and the appropriate privileges. Should you wish to nominate an alternative individual to submit your declaration please notify a member of the Primary Care Team on 01274 208485.

The content of the declaration is available to view at Annexe 3 of the Policy for Assurance Management of Primary Medical Services (enc.)

Electronic Practice Catchment Area

NHS England is required to ensure that it commissions primary medical services for its whole responsible population. Currently, variable arrangements exist across England for recording practice boundaries. In many cases, this is a paper copy of a map or picture with the practice catchment area marked on the map. This approach is no longer fit for purpose and therefore, as part of the self declaration, practices will be required to submit their catchment area electronically, via the same portal as the declaration.

In some areas, this electronic information may have already been collected, in these circumstances it is anticipated that the practice catchment area could be pre-populated and practice will only be required to verify the catchment area is accurate at submission. If you are unsure whether your electronic practice catchment area information is already available, please contact a member of the Primary Care Team on 01274 208485.

In circumstances where the position is unclear, or the catchment area data is not available in a web compatible format, practices are asked to complete the electronic catchment area on the web interface.

The process for submitting the catchment area is not complicated, and requires the user to draw (using their mouse) on to a standard Google type map. A facility is available to zoom in to street level, allowing practice to capture exactly their catchment area.

Should you have your own practice website, the primary care web interface will provide you with the facility to link your catchment area. This will provide you with the function to allow patients to enter their postcode onto your practice website and identify if they are within your catchment area. This does not mean that patients will be able to access the primary care website or any of your data, the service is completely secure and this is a restricted NHS site only.

For more information and advice, please contact reception on 01274 208485 who will direct you to a member of the primary care team.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Alison Knowles', enclosed within a faint, light blue diamond-shaped border.

Alison Knowles
Commissioning Director – West Yorkshire

A handwritten signature in black ink, appearing to read 'Damian Riley', written in a cursive style.

Dr Damian Riley
Medical Director – West Yorkshire

cc West Yorkshire CCGs
West Yorkshire LMCs