

WIRE

Keeping Oxfordshire connected



May 2019

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Information Governance



NHS mail user guidance

While you will know that NHS mail is designed to support the secure exchange of information, are you aware that users have a responsibility to use the service properly? Check out the NHSmail Acceptable Use Policy to remind yourself what this means: [Acceptable use policy](#)

If you are moving to another practice or health organisation, contact your IT support provider in advance so they can take appropriate steps to reassign your NHS mail account to your new organisation. You should also:

- Locally archive any role-related data / emails to prevent information being transferred in error. Ensure that job-related information that is not stored elsewhere is passed on
- Set up an out-of-office message with your replacement contact details, and where you are moving to if

appropriate

For more NHS mail guidance please visit: [NHS Mail - policy and guidance](#)

Contact us

If you have a GP IG or GDPR enquiry, please email GP-IGEnquiries.scwcsu@nhs.net

NOTE: If you need support with a data breach, please flag it as **urgent**.

*Lindsay Blamires - General Practice Information Governance Manager
SCW*

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National Programme Utilisation (EPS, GP2GP and Patient Online)



Dashboard

To view the monthly utilisation dashboard, which shows the trend lines for the national programmes including EPS, GP2GP and POL - please click on the following link: [Utilisation Dashboard](#)

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NHS App – Go live 6 May

The NHS app is now being rolled out across England; Oxfordshire will have the full functionality activated on **Monday 6 May** (the previous advertised go-live date of 4 May is incorrect). GP practices are encouraged to review their system settings in advance to ensure all the functions of the NHS App will be available. Details of how to set up a dummy patient to be used for testing purposes are available via the following link: [Setting up a test patient on the NHS App](#).

When their GP practice is connected, patients will be able to use the NHS App to:

- book and manage appointments at their GP practice
- order their repeat prescriptions
- securely view their GP medical record
- check their symptoms using NHS 111 online and the Health A-Z on the NHS website
- register as an organ donor
- choose whether the NHS uses their data for research and planning

Until their GP practice is activated patients will be able to use the NHS App to check their symptoms using NHS 111 online and the Health A-Z on the NHS website. When the practice is activated, patients will be able to access the services they have registered for at the practice by using the NHS App.

As advised in the April Wire, a number of webinars have been set up to support this initiative; please sign up and learn more about the NHS App. Details are provided below; just click the link to book a slot.

NHS England will be running a national publicity campaign from September; for this reason we expect that uptake of the NHS App will be quite limited at this stage.

Getting your GP surgery ready for connection to the NHS App		Promoting the NHS App and its benefits to your patients	
15 May 11:00am – 12:00pm	[Book here]	17 May 1:00pm – 2:00pm	[Book here]
21 May 12:00pm – 1:00pm	[Book here]	30 May 11:00am - 12:00pm	[Book here]
29 May 1:00pm – 2:00pm	[Book here]	11 June 12:00pm – 1:00pm	[Book here]
6 June 11:00am - 12:00pm	[Book here]	26 June 1:00pm – 2:00pm	[Book here]

The NHS App is available from:



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Electronic Prescription Service (EPS) – the local [snapshot] picture

Oxfordshire is currently tracking the national utilisation figures (however, dipping slightly below the national average on the percentage of overall utilisation).



Practices can access the snapshot views via the links below, which provide an Oxfordshire-wide view. If you have feedback regarding how this data is presented, we would like to hear from you; please email feedback on this (or any item in Wire) to SCWCSU.dtscommunications@nhs.net.

All Scripts	% of prescriptions issued by Oxon practices where EPS was used: 61% (national average is currently 63%)	[link]
Repeat Prescriptions	% of Oxon practices scoring over 80%: 74%	[link]
Electronic Repeat Dispensing	% of Oxon dispensing practices scoring over 25%: 15%	[link]

If you would like any more information about EPS, please to contact us.

For practices in the **North, North East, South East and South West** localities:

Lynne Colley – Senior IM&T Project Manager
SCW

☎ 07747 455 955

✉ lynne.colley@nhs.net

For practices in the **West** and **Oxford City** localities:

Todd Davidson – Senior Change Manager
SCW

☎ 07557 456 793

✉ toddavidson@nhs.net

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GP referral pro formas

News and release notification May 2019



Keeping system pro formas up to date

Zip folders containing full sets of referral pro formas can be found on the [Referral Pro formas](#) page of the OCCG website.

The zip folder EMIS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all EMIS referral pro formas currently in use. It can be saved, and imported in one step from within EMIS Web.

Also found on the Referral Pro formas page, the documents 'How to Cleanse your EMIS Pro forma library' and 'Working with GP Pro formas' give instructions on how to import the *single* zip folder and remove all old templates which have been replaced.

GPs and other staff should be discouraged from using their own local copies of pro formas as they can miss out on important changes, which may put the patient at risk.

Release of Vision pro formas is not always concurrent with the EMIS forms as they require further processing. The zip folder INPS-Pro-formas, with a date stamp in the format YYYYMMDD, contains all of the InPS Vision pro formas currently in use. Some of these pro formas have been upgraded to include SmartTags, which reduces the need to enter data by hand. They can be identified by a suffix of 's'.

May 2019 pro forma updates

Pro forma name	Version	New, or reason for update
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2WW Suspected Colorectal Cancer	v15	<ul style="list-style-type: none"> Questions about antihypertensives and diuretics clarified in Safety Checklist
Adult Mental Health or Eating Disorder Referral Form	v4	<ul style="list-style-type: none"> Text colour and font size rationalised
Cataract Referral Form	v3	<ul style="list-style-type: none"> Up-to-date HbA1c now advised rather than mandatory Wording about patient understanding of surgery clarified
Endoscopy - Lower GI (Not 2ww) Referral Form	v8	<ul style="list-style-type: none"> Questions about antihypertensives and diuretics clarified in Safety Checklist
Endoscopy - Upper GI (Not 2ww) Referral Form	v7	<ul style="list-style-type: none"> Page break removed to avoid inclusion of blank page
Veteran's Mental Health Treatment Service - information	v1	<ul style="list-style-type: none"> A new placeholder document to support referrals to the Veterans' Mental Health Complex Treatment Service <p><i>Keywords:</i> Veterans Armed Forces Service Military VMH CTS Trauma Traumatic Stress Crisis PTSD</p>

Please email us at occg.gpproformas@nhs.net if you have any queries or comments about the referral pro formas.

*Jane Thurlow - Project Support Officer, Digital Transformation Team
SCW*

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GP Infrastructure



GPIT Refresh of PCs/Windows 10 upgrades

The highly anticipated replacement of out-of-warranty PCs will begin in May/June 2019. To facilitate this, Healthcare Computing/ABS will start contacting practices during May to arrange a time to undertake the work.

Practices should note that all replacements and upgraded devices will include the current operating system – Windows 10. Windows 7 support will cease in January 2020, after which time Microsoft will no longer supply patches to ensure the software is secure and robust.

Note that all PCs will be upgraded to Windows 10 regardless of whether they are being replaced or not, so access will be required to all PCs within the practice for this process to be completed.

For further information please contact:

*Floyd Felix – Project Manager
SCW*



Floyd.felix@nhs.net



07747 622 835

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HSCN: the N3 replacement plan in Oxfordshire



As part of the Switch to NHS HSCN by 2020 project, we are planning an upgrade of the local network infrastructure for all GP practices on the GP COIN Network in Oxfordshire.

The replacement work is divided into two parts:

1. Network switch replacement within your local comms cabinets
2. Re-provision of the network connections to the local exchange (in some cases this will mean replacement of fibre connections)

OUH IM&T has started the switch replacement programme and will have visited some of you already. The network connection work will be undertaken by BT, following a local procurement.

Some of you have received details about the re-provision of a phone line – these lines already exist, and the costs of the new connections will actually be considerably cheaper than the previous ones. To confirm, the old lines will be decommissioned and the costs of the new lines borne by OCCG.

For further information please contact:

Dayo Olowosale – Senior IM&T Programme Manager
SCW

✉ d.olowosale@nhs.net
☎ 07876 006 322

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Cyber security

Since the Wannacry virus outbreak in May 2017 there has been increased emphasis on cyber security and the risk to all our computer functions. We have already worked with you to remove all Windows XP devices from the Oxfordshire network. We will shortly be replacing Windows 2003 and Windows 2008 servers within your practices.

Consideration is also being given to the management of local PC admin rights within Oxfordshire. There are various options for how this issue is addressed in the future and we will give you further information as it becomes available.

For further information please contact:

Steve Walker – Programme Manager
SCW

✉ Steve.walker8@nhs.net

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GP Training



SCW IT Training Programme 2019/20.

The SCW IT Training Team are pleased to announce a new schedule of **FREE*** classroom based training courses as part of the **SCW IT Training Programme 2019/20.**

Please find below a list of courses, dates and locations for May and June. Each session is 3 hours duration and limited to 6 attendees.

Details for each course is available via the Course hyperlink below

We will keep you up to date with details of our training programme which will continue to run throughout the year.

May:

Course	Location	Date	Time
EMIS New Receptionist Training	Jubilee House, OX4 2LH	21/05/2019	10am-1pm
EMIS Basic Searches and Reports Training	Jubilee House, OX4 2LH	22/05/2019	9:30am-12:30pm
EMIS Intermediate Searches and Reports Training	Jubilee House, OX4 2LH	22/05/2019	1:30pm-4:30pm

June:

Course	Location	Date	Time
EMIS Protocols and Concepts Training	Jubilee House, OX4 2LH	04/06/2019	10am-1pm
EMIS New Receptionist Training	Jubilee House, OX4 2LH	18/06/2019	1pm-4pm

If you would like to arrange training, please contact the IT Training Admin Office using the training enquiries contact details below, and include the following information:

- Date and course you wish to book
- Practice name
- Names and email addresses for staff who wish to attend
- Attendee's start date, If you are requesting New Receptionist Training

* This training is funded by your CCG and is free for practices.

Full details will be sent to you once a booking is confirmed.



Think you need medical help right now?
Call 111

NHS

HELP US
HELP YOU
KNOW WHAT TO DO

CALL 111

Heidi Nielsen,
Nurse

Wire is produced by the Digital Transformation Service team at South, Central and West CSU

To give us your feedback, please email scwcsu.dtscommunications@nhs.net

Contact details for your support organisation are as follows:



☎ 01869 811234



☎ 01425 200868

support@abscomputerservices.co.uk

support@healthcarecomputing.co.uk

Want to see past issues?

You can find all back copies in Wire Archive at the following link:

<http://www.oxfordshireccg.nhs.uk/professional-resources/the-wire-news.htm>