**Transformation Monies 2018/2019**

To Create Vibrant New Working Arrangements – Transformation Implementation Plan

1. **Background**

1.1 This Transformation Implementation Plan (TIP) encourages practices to work on the GP Forward View High Impact Action (HIA) of “creating vibrant new working arrangements”, using 2018-19 Transformation funding.

1.2 When teams work together well it creates synergy across the whole system. General practices, local community teams and secondary care services can connect better to solve problems and create efficiencies - focusing on collaboration across organisations rather than competition or protectionism. The Primary Care Home model and working with National Association for Primary Care (NAPC) may provide the skills and knowledge to support this process. NAPC provide a facilitative role to co-ordinate and troubleshoot at the essential grass-roots level of development. Their time and expertise will be used initially to work with the CCG/SGPB/LMC/SPH to move practice clusters on to the next stage of developing effective neighbourhood teams within the localities. During the course of the year all nine federation areas will be supported by NAPC using Transformation funding. There needs to be consistency and continuity, at the same time as enabling flexibility for local needs. For areas that struggle to identify initial projects to get enthusiasm and joint-working started SGPB can offer ideas for initial collaboration derived from the recent LMC survey on the changes practice teams believe would be most useful in improving their working lives.

1.3 NAPC has the skills and knowledge to help federations to develop in to neighbourhood teams. To ensure that funding is utilised appropriately we propose starting with three federation areas that are willing to lead the work on developing neighbourhood teams in conjunction with NAPC and SGPB.

1.4 The aim is that with the clinical leaders and the support of NAPC local areas will:

* + Showcase existing successful examples of integrated working
  + Provide locality based workshops to improve relationships between teams, and look at service or process improvements
  + Work with the LPC and practices to progress shared plans for increasing the role of community pharmacy in integrated neighbourhood teams
  + Develop education and training within protected learning time
  + Support the successful introduction and ongoing development of new patient facing and clinical roles within primary care
  + Work with CCG, LMC, SPH and others to promote the benefits of new roles and help employers address necessary processes.
  + Work with the LMC to develop a higher level of “documents flow” training
  + Work with the LMC to continue promoting “active signposting”
  + Work with the LMC, CCG, SPH and others to plan and design education and training.

**2. Implementation**

2.1 The TIP for 2018/2019 requires GP practices to:

* Engage in the local areas meetings and work on Neighbourhood Team and Primary Care Home. This will depend on the progress in the local area, but the general expectation is that practices will send GP and Practice Managers to the meetings in their local area. This also includes active engagement in this work stream generally in terms of reading and replying to emails, providing information, leading on projects. A short report to be submitted to SPH via email: - [sphadmin@nhs.net](mailto:sphadmin@nhs.net) to confirm practice involvement.
* Engage in the project on the ‘Ten High Impact’ actions. This starts with a survey which aims to capture all the work practices and localities have already done. Once the results are analysed and examples of effective interventions and projects are known and shared. This funding should also be used to implement those areas that the practices wish to explore and adopt. The survey will close on the 28th February 2019.
* There is high demand for the excellent LMC support service visits and so this funding can also be used to fund practice time for a visit and any preparation or follow-up work. Due to the demand, the schedule of visits will extend beyond the length of this initial project; however, funding is included to recognise this workload. This payment will be made by the LMC directly to those practices that have had a visit up to 31st March 2019.

1. **Payment**

So that practices can plan ahead and make sure key staffs are available for these meetings, participating practices will be paid £2,250 in January, subject to pro-rata clawback if meetings are only partially attended

To receive the advance payment practices need to complete the sign-up sheet which can be found at appendix A. Once completed please return via email to: [sphadmin@nhs.net](mailto:sphadmin@nhs.net) .

Practices will also be paid £1,250 for the completion of the survey and implementation of a high impact action.

Total available to the practice:

Neighbourhood Team Meetings £2,250

High Impact Survey and Plan £1,250 \*

Total £3,500

\*A payment of 0.15p per patient will also be paid in relation to the implementation of a high impact action. (This is not reflected in the total above, as this will vary as based on the CCG registered practice list). A practice with 7,500 will receive £1,125.

Appendix A

To Create Vibrant New Working Arrangements – Transformation Implementation Plan ( TIP)

Signup sheet 2018/2019

Name of Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The practice wishes to sign up to this TIP and understands that the practice will be required to send a GP and PM to monthly meetings in December to March 2019 which will be held in the locality to discuss neighbourhood teams. There will be a £225 clawback for each meeting missed by a participant, unless a deputy has been agreed in advance.

Complete the survey on the Ten High Impact Actions and look to implement at least one.

Complete any work needed prior to the LMC support visit

Practice GP Lead for TIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the practice by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_