ROYAL COLLEGE OF GENERAL PRACTITIONERS (SCOTLAND)

MINUTES OF MEETING OF

SCOTTISH CLINICAL INFORMATION MANAGEMENT IN PRIMARY CARE
(SCIMP)

26th May 2004

RCGP, 25 QUEEN STREET, EDINBURGH

PRESENT:
Dr Libby Morris (Chair) (LM)
Dr James Beattie (JB)
Dr Colin Brown (CB)
Ms Susan Burney (SB)
Dr Malcolm Campbell (MC)
Dr Kenneth Harden (KH)
Dr Keith Oates (KO)
Dr Wilf Treasure (WT)
Dr Paul Millar (PM)
Dr Lorna Ramsay (LR)
Dr Peter Kiehlmann (PK)
Dr Bob Milne (BM)

GUESTS
Kirsty Macleod
Alison Strath
Christine Hoy
Jenny Miller

IN ATTENDANCE:
Ms Diane Rich (DR)
Ms Tanya Park

APOLOGIES:
Kenneth Robertson
Peter Wiggins
Tricia Donald
Hamish Wilson
Karen Lefevre
Andrew McElhinney

ACTION

1 Apologies and Introductions
1.1 Apologies listed above were received and noted.

1.2 Libby Morris (LM) thanked all for attending and welcomed the guests, Christine Hoy who is deputising for Veronica Saunders and Jenny Millar AHP who is representing AHPs and hoping to formalise links between the CEP programme and SCIMP. Kirsty Macleod (programme consultant for ECCI) and Alison Strath (e-pharmacy were formally asked to join SCIMP and both agreed.

2 Minutes of Previous Meeting (25th February 2004) – Previously Distributed
2.1 The minutes were accepted as accurate.

3 Matters Arising
3.1 There were no matters arising apart from those already on the agenda.
4  SCIMP Review

4.1 Libby Morris (LM) briefly outlined the meeting she had had with Hamish Wilson in connection with the review. Hamish was keen to implement the recommendations of the review as soon as possible. Comments had already been received from Jim Beattie, Bob Milne and Malcolm Campbell and these will be incorporated and finalised by email. Jill Jeans (JJ) advised the group that it would be beneficial for the review to conduct an Option Appraisal and SWAT analysis to decide on the best place for SCIMP to be hosted. JJ talked to the group about the proposed constitution for SCIMP, and distributed a draft. The draft constitution could be adapted for SCIMP and it was agreed that JJ and LM would flesh out the constitution and it would be emailed around the group for discussion.

One of the main proposals was the appointment of 4 Directors which would fit naturally with the 4 groups on the SEHD e-health strategy. It was agreed that the job descriptions for the director’s posts should be circulated and the posts advertised. Concern was raised that the positions would require more than 1 session per week which had been originally quoted, it was agreed to apply for funding for 3 sessions a week per director. JJ will help LM to draw up contracts for the proposed directors.

5  Guidance to Access for Electronic Records on SCI Store – Kirsty MacLeod

5.1 Kirsty Macleod gave a brief update on the Access protocols for Electronic Records. The Access protocol for clinical letters to be held on the SCI-store is currently being circulated for discussion and a meeting will be held on 23rd June in Edinburgh. Details will be circulated to SCIMP and representatives from SCIMP will be welcome to attend. A draft access protocol for the ECS (Emergency Care Summary) is almost completed and will be circulated as well. It was confirmed that opt out for electronic lab results will not be possible (apart from some categories of sensitive tests) but opt out for clinical letters and ECS will be possible.

6  E Pharmacy – Alison Strath

6.1 Alison gave an update on the E Pharmacy programme and a report will be circulated separately. Peter Wiggins is representing SCIMP on the Fife repeat prescribing project.

7  Updates from other meetings

7.1 Peter Kiehlmann gave a report on the Cancer group meeting he had attended. Discussion was had on how primary care could have more input into the secondary care referral guidelines.

The lung cancer remit is getting shorter, if left to the cancer specialists it will be very blinkered we need to have representation on it, it would be worth writing in to enable representation.

Datasets Group

LM reported that she had attended meetings on the Generic dataset, (also PK and PW) CHD dataset (also Kenneth Harden) and the SCDPB (datasets programme board). Most of the work for these projects had been conducted via email, and have already been sent to the group for comments. A draft list of all the datasets currently being worked on by ISD was distributed for information.

PK gave a brief recap on the back ground to the GPG and an update on a meeting that he attended with Diane Rich and Gavin Ventors from SHOW. It was agreed that SHOW could mirror the GPG site onto their website at no cost, all updating would still be the responsibility of Diane, but the site would hopefully be more accessible. SHOW would also be able to add first page links to the site and host SCIMPS bi-monthly newsletter. SHOW had also offered to rewrite the site but there would be a charge of at least £3,000 for this.

It was agreed that the site needed to have dedicated time spent on ensuring the clinical information is up to date, and time spent editing the different sections as it is getting far too big and is difficult to navigate.

Colin Brown (CB) asked if the SCIMP site on SHOW could be on the section that is accessible by the public and this was agreed.

**SCIMP Report**

9

A short SCIMP report was circulated, as this included updated information on all the current SCIMP projects, including ECS and guidance for practices on scanning. These will all be made available on the website.

10 **Referral Guidance**

Kenneth Harden had attended a meeting of the ECCI project doctors to discuss the possibility of SCIMP managing a project to coordinate different referral protocols. There was a lot of enthusiasm for the idea of producing a standard SCIMP approved referral letter for different specialities and KH offered to scope the possibility. LM reminded the group that SCIMP had organised a referral guidance project 3 years ago which involved a large amount of work for individual GP’s and admin time in putting it together. We would need to wait until a full time manager is appointed who would be in a position to co-ordinate this project.

11 **Up date to the Read Code booklet**

The final draft of the read code booklet was circulated amongst the group, Bob Milne (BM) agreed to proof read it. We are hoping to have it printed and circulated to all practices shortly.

12 **Date of Next Meeting**

SCIMP Read Code List

The Third update of the SCIMP Read Code list has just been finalized and is due to be published and sent to all practices. The new list includes all the GMS contract codes, exception codes, the SCI-DC diabetes codes (primary care) and the SPICE-pc codes. A new National Clinical Dataset Development Programme has been established under the e-health strategy, chaired by Kenneth Robertson. It aims to coordinate all newly developed code sets and a Generic dataset, CHD dataset and cancer dataset are currently underway, all with input from SCIMP members. Ultimately, they will all be published on the datasets web page on SHOW, and also on the SCIMP website.

Web Site www.ceppc.org.uk/scimp

The SCIMP site continues to be updated regularly by Diane Rich at RCGP, who includes details of meetings, conferences and links to User Group web sites etc. Several new sections have been added, including the Good Practice Guide to IT ‘Making IT work for you’, Facilitators Manual ‘Making the new Contract work for you’ and FAQs about coding and disease registers for the new contract.

Scanning Advisory Group

SCIMP was asked to compile advice for practices wishing to move towards paperlight and eventually paperless ways of working, and this is almost completed. It will be available for any practice wishing to go paperless. A national procurement process has been concluded to obtain Docman document management system for all practices in Scotland, which will also enable the use of PDAs (Personal digital assistants) which will integrate fully with four of the current Scottish Clinical systems. Plans are underway to develop a programme for Community Nurses which will use the e-chip data set and allow them to coordinate with the Practice Electronic patient records.

Good Practice Guide – www.ceppc.org.uk/scimp/gpg

This guide to the best use of IT was published in May 2003 and sent to all practices. The web version has been enormously expanded and now includes the Facilitators Guide to compiling disease registers, and will soon have the ‘Advice for Scanning’ document. A similar but much more detailed Good Practice Guide to Electronic Records produced by the BMA was developed in December, but is difficult to use in Scotland as it has references to the National Programme for IT in England, DOH websites, English legislation, etc. RCGP and SGPC have both expressed their approval for a joint update of this document and a project proposal for SCIMP to do the work is about to be sent to SEHD.

Emergency Care Summary

The GMS IT Implementation Programme has commissioned a new project to allow extraction of a set of data from Practice Electronic records and display as a web page on SCI-store. The information is intended for viewing by NHS24, OOHs groups A/E depts and Ambulance services. The initial data set includes demographics,
allergies and drug intolerances, and recent medication. Phase 1 will be pilots in Grampian and Argyll and Clyde, hopefully fully functioning by the end of this year. Issues still to be discussed and resolved include access permissions, patient information, and quality control. The next steps will be national rollout, inclusion of the Cancer Palliative Care dataset, and ultimately inclusion of the whole of the electronic patient record. The work on access controls and security are being led by Kirsty Macleod and Patricia Ruddy of SEHD, and the work on Patient Information, leaflets, advice to practices etc will be coordinated with groups such as NHS24 patient information group and the information commissioner. It was felt that this incremental approach to the sharing of patient information will allow the system to be established and the confidence of clinicians and patients to be secured, while giving some time for practices to improve the accuracy and quality of their electronic patient records as this varies widely between different practices.

**SCIMP Review**

In the light of the new e-health strategy published by SEHD and the increasing number of projects SCIMP is being asked to input to, a review was commissioned by Hamish Wilson and Richard Copland in order to make a plan for SCIMPs role and responsibilities for the next three years. Cath Macdonald has taken the outcomes from the SCIMP away day discussions from last September and developed them into a full review paper, adding in suggestions from key people who were unable to attend the away day. This will be finalised by SCIMP on 26th May 2004, and the proposals hopefully implemented soon after.

**Dr. Libby Morris**  
Chairman, SCIMP.  
May 2004