

<b>Title:</b>	<b>NHS Rotherham Clinical Commissioning Group: Process for the approval of Local Enhanced Services</b>
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<b>Author:</b>	Rachel Garrison, Primary Care Contracts Manager
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1	December 2015	Rachel Garrison	DRAFT	Reviewed primary care team/OE/SCE
2	January 2016	Rachel Garrison	Approved	LMC amendments – 21 December Primary care committee – 13 January
3	January 2017	Jacqui Tuffnell		LMC amendments – February Primary care sub-group - February Primary care committee – March

## Process for the approval of Local Enhanced Services

### **Introduction**

The purpose of this document is to define the procedure for commissioning Local Enhanced Services (LESs) to ensure a consistent approach across NHS Rotherham CCG.

Enhanced services are commissioned to deliver service above and beyond the scope of the core contracts, or to deliver higher than specified standards. They are designed to meet local need, improve convenience and choice for patients, as well as reducing the demand on secondary care.

There have recently been inconsistencies in the way enhanced services have been developed and rolled out, highlighting a risk to the CCG. This document defines the process for developing and gaining approval for a LES, and applies to all enhanced services directly commissioned by the CCG.

### **Service Proposal Template**

In all cases, the individual / team proposing a new enhanced service or change to an existing service must complete a Primary Care Enhanced Service Proposal Template; the template and this process cover five categories for effective commissioning:

1. Establishing the need for the service
2. Developing the service specification
3. Gaining the necessary approval to proceed
4. Procurement and contracting
5. Monitoring and evaluation

In all cases the template must be completed fully and contain all relevant information. If assistance is needed, please contact The Primary Care Team to discuss. The template can be found in Appendix A.

### **Review and Approval Process**

All proposals will be subject to the following steps:

1. A completed Service Proposal Template should be submitted to Chris Barnes for review at Primary Care Team Sub-Group. The proposer/s will need to attend the Sub-Group meeting to discuss the project in-depth and answer any questions.
2. Proposer/s to involve executive GP lead, finance lead, allocated GP member lead, LMC officer lead, clinical systems and other clinicians as relevant in task and finish clinical group for the LES.
3. Proposer/s send draft final proposal to Chris Barnes for sign of at the Primary Care sub-group meeting.
4. If accepted, the proposal will then be sent to the Operational Executive and Strategic Clinical Executive for comment and feedback and consultation with the Local Medical Committee (LMC) can then take place. All discussions with LMC officers will need to be led by Jason Page in conjunction with Jacqui Tuffnell and/or Wendy Allott and the proposer/s. Acceptance is required by 75% practice for the LES to be included as a mandated LES.
5. The proposal will then be sent to The Primary Care Sub-Committee for a final decision to be made.
6. If agreed, the proposer/s will then work with Rachel Garrison to establish/confirm a timetable and metrics for monitoring and reporting.

Appendix A

Primary Care Enhanced Service Proposal Template

<b>Proposed Enhanced Service title:</b>	
<b>Author and Lead GP:</b>	
<b>Is this a new proposal or a revision to an existing Enhanced Service:</b>	
<b>Brief overview:</b>	<i>Include the basics of the specification</i>
<b>Why is the service needed:</b>	<i>Is there a gap in provision? Is an existing service not working?</i>
<b>Who will deliver the service:</b>	<i>General Practice? In which case GPs, Nurses? Optometrists? Consider provider procurement requirements.</i>
<b>Patient inclusion/exclusion criteria:</b>	<i>Does the service only apply to a specific cohort? Are children included?</i>
<b>Aims and objectives of the service:</b>	<i>What is the service designed to achieve?</i>
<b>Expected outcomes:</b>	<i>What do you expect to be the end result for patients?</i>
<b>Method of quality monitoring and evaluation:</b>	<i>What data will be collected and how? How will you know the service is delivering?</i>
<b>Cost breakdown:</b>	<i>This must be detailed and include all costs for transparency of who is expected to undertake each task – please speak to the Finance Team if necessary for assistance with costings.</i>
<b>Training requirement:</b>	<i>What training requirement will there be for practices and how will this be delivered?</i>
<b>Source of funding:</b>	<i>Where will the funding come from?</i>
<b>Applicable financial savings:</b>	<i>Does the service result in savings elsewhere in the system e.g. in secondary care?</i>
<b>Will this proposal impact on any existing services:</b>	<i>Does the impact on other services need to be considered? Will it result in increased or decreased activity for other teams/services?</i>
<b>Does a similar Enhanced Service already exist:</b>	<i>There are a range of enhanced services commissioned by the CCG, NHS England, and Public Health. Please ensure</i>

When complete please forward this template to [Chris.barnes@rotherhamccg.nhs.uk](mailto:Chris.barnes@rotherhamccg.nhs.uk)