

GP Application for consideration of a contractual merger

Please complete this form to advise NHS Midlands & East (East) Primary Care Support Team of an impending GP practice merger. The completed form should be immediately returned by email to your support team as follows;

England.gpeast@nhs.net

The subject box of the email should say '**GP practice merger**'. Please add additional pages if you have insufficient room to complete fully.

Practice stamp



Please complete the following:

1. Details of the contractual agreements you are proposing to merge:
<i>GP Practice 1</i>
Practice Name: Octagon Medical Practice
Practice Code: D81022
<i>GP Practice 2</i>
Practice Name: Priory Fields
Practice Code: D81010
<i>GP Practice 3 (if applicable)</i>
Practice Name: Clarkson Surgery
Practice Code: D81011
2. Proposed date of merger:
May 1 st 2019 although we may soft merge prior to this date
3. Which of these agreements you would prefer to continue with (NHS CB final decision in this respect would be required):
Octagon Medical Practice is contracted under a GMS contract. Once the merger is approved, the retained contract will be the Octagon Medical Practice GMS and all the services that contract provides.

4. Indicate whether you intend to operate from two (or more) premises (yes/no): YES

- a. If yes, which premises will be considered the main and which is to be considered the branch(s) (if applicable):** Octagon Medical Practice has a single location under its CQC registration. This location is Wisbech Road, Thorney, PE6 OSD. Each of the other sites are branches. Both Priory Fields and Clarkson will become a branch of Octagon Medical Practice.
- b. If no, which premises do you intend to practice from:**
- c. Of which CCG do you propose to be a member?** Peterborough and Cambridge CCG
- d. If intending to close a premise please detail which premises are proposed to close the reasons for the closure:** No closures are planned

5. Full details of the benefits you feel your registered patients will receive as a result of this proposed merger:

- Fundamentally, Patients will see no reduction in services during or post-merger.
- Practice hours will not change and it is the intention of Octagon medical practice and ALL branches to offer the DES extended hours. Octagon are also looking to offer a 7 day service
- Patients will have secure long-term viable care under Octagon due to its size and number of Partners
- Continuity of care and named clinical team across all branches
- The clinical model will shape around a telephone first based service using experience from within the group. The model would not be prescriptive and would vary in its functionality. Member practices will be implementing a revised telephone service as the practice will be working from one merged list in line with the Board strategy. This will enable patients to call into the hub with calls diverted to specific practices if needed but all requests would be filtered from one hub. The Board would allow member practices to decide what level of functionality would be adopted. The proposal is to have the new clinical model in place six-month post-merger.
- We have enrolled in PCLC (Primary Care leadership Collaborative HEEoE to pilot ways of delivering chronic disease management using heart failure as an example). It will enable us to develop relationships across the clinical teams and demonstrate something tangible which may serve as a template to deliver coordination of other chronic disease.
- Branch PPG's will be retained and promoted, Octagon also has a PPG where branch PPG representatives can meet other Octagon PPG members, discuss best practice and work with Octagon and Patients to enhance the care provided.
- Investment in new technology will mean Patients will have additional engagement methods for consultations, these will include video consultations
- A larger practice can negotiate and commission additional services for patients in-house rather than sending them elsewhere.
- Octagon is scoping a separate ENT clinic for its Patients to go live 1st Feb 2019 with 2 sessions per week

- A larger team of clinical staff mean doctors and nurses can focus on specialist areas instead of having to refer patients to secondary care.
- Costs associated with running a practice such as insurances are shared.
- Bigger practices are more attractive to new staff both clinical and non-clinical.
- Collaborate and develop the organisation as a teaching hub for medical students and continued GP specialty training. In addition, we have expertise within our ranks to develop the Practice Nurse curriculum and other allied clinicians
- Patients will have a choice of location. This will improve access for all patients who may live or work nearer to an alternative Octagon Practice.
- Properties across Octagon can be better utilised, and this will allow Octagon to adapt and create more clinical space.
- The demographics of the practices are similar meaning that very little change needs to be made to allow access for all existing patients in the merged practice.
- Whilst these locations are Huntingdon and Wisbech, as part of Octagon, Patients will still maintain a local continuity service but also benefit from the clinics and services which will be available across all branches.

6. Please provide as much detail as possible as to how the current registered patients from the existing practices will access a single service, including consistent provision across:

- **home visits;** On merger each of the Branches will continue to run their own home visit service. At the end of the second quarter, the Clinical model committee will have completed its roll out of a single Octagon home visiting service. This will allow all Patients to make contact daily or on an agreed rota basis (care homes etc) and the team will be assigned home visits. The team includes a community Matron employed at Octagon, nursing staff and GP's. This service will not replace Jet (if applicable) but will provide a quicker solution for access to home visiting. This service will also reduce GP time significantly and allow them to focus on Practice patient appointments, thus offering more appointments in the day.
- **booking appointments;** Patients at both Priory Fields and Clarkson will continue to take bookings as they do today. Octagon is working with the PPG to look at a telephone-based triage solution. This is not a prescriptive way of working but an option to allow Patients more choice. Patients across Octagon now go through a triage-based system for same day appointments, as does Priory Fields and Clarkson and this will not change.
- **additional and enhanced services;** Octagon as a larger Practice can bid for additional DES services and has just been awarded the SAS scheme for Peterborough and Huntingdon. Octagon, Clarkson and Priory fields will continue to offer the extended hours DES. For 2019, Octagon Clarkson and Priory Fields will sign up to all DES services available.
- **opening hours;** Octagon, Clarkson and Priory Fields provide 'Core hours' which means the period beginning at 8am and ending at 6.30pm on any day from Monday to Friday. This excludes Good Friday, Christmas Day or bank holidays. This will not change on merger.
- **extended hours;** Octagon Priory fields and Clarkson are subscribed to the extended hours DES and will continue to offer the service for all its Patients
- **IT and phone system (what IT systems do both practices run?)** All Octagon branches use System 1 as its clinical system. The telephone access system in each branch is independent. Octagon is working currently with providers to look at a new telephone system across all

sites including both Clarkson and Priory Fields which will allow Patients a single point of access across all branches with a KPI to answer all calls within 5 rings.

- **Premises facilities;** Octagon main location and all branches are fit for purpose for all its Patient population. Priory fields is an owned purpose built practice in Huntingdon and Clarkson is an owned purpose built facility in Wisbech. All of Octagon branches now have single cover for main facilities and both Clarkson and Priory Fields will automatically be included in this. These services include, all clinical equipment serviced in Nov every year, PAT testing every Dec, Practice insurance is centralised as is security and legionella testing. Fire and evacuation tests are local and registered when complete. Octagon has now invested in GP TeamNet , an intranet developed for GP Practices with good communication and planning. Clarkson and Priory Fields would be immediately installed onto GP TeamNet
- **Dispensing services (if applicable)** Clarkson will continue to offer the prescribing service to the registered Patients able to take benefit for the service, Priory fields has a private dispensing service run by a third party and this will continue post-merger.

7. Details of the proposed merged practice boundary (inner and outer):

a. Please include a map of the proposed boundary area(s):

Please find attached to this application the Boundary map for both Priory Fields and Clarkson as well as the Octagon one.

b. If the boundary excludes any areas previously included in one or more of the current practice boundaries please provide details:

c. Detail any other relevant information or considerations:

Patient populations, Priory Fields has a weighted list size of 11989 and Clarkson 12,858. This will mean Octagon will have a merged list size of 114468

8. How you propose to consult with your patients about this proposal, communicate actual change to patients and ensure patient choice throughout:

Please find attached to this application our Patient engagement plan which is already underway with PPG engaged and practice open events in place

9. Any other relevant information that should be considered as part of the application:

The SAS scheme awarded as a DES by NHSE is for the Peterborough and Huntingdon area, Priory fields GP's will undertake this service in the Huntingdon area.

The management of Octagon have spent time reviewing the Practice locations to ensure we have an inclusive plan for them. The practice manager at Priory fields will be given responsibility to manage the practice leads in other practices in and around Huntingdon as we progress those applications. This means local support is in place. GP Partners at Priory Fields have already been to Octagon Clinical governance meetings and are fully supportive of the management control plan. The same plan is being implemented in Wisbech which is only 20 mins from our location at Thorney.

We have spoken with the federations and both Clarkson and Priory fields will become part of the GPN federation as an Octagon member and Priory fields will also maintain its membership of the local federation and we have had this supported from the federations leads.

Both Practices are owned, and the working Partners will retain ownership as with other Octagon practice locations.

Octagon has several standard polices and is working on all policies where appropriate being standard, we already have a central risk register policy and risk register completed. We have a central Clinical Governance team headed up by Dr Sanath Yogasundram and Dr Rob Houghton. The team meet as a committee monthly. We have a central safeguarding lead GP and also each site has a safeguard lead. Our Patient complaints policy is standard across Octagon as is our privacy policy. We also run mock CQC visits on branches and have already completed three of these. We also work closely with the CQC team at registrations and inspection, so they are engaged and aware of our activity. As previously mentioned, we also run a patient PPG for Octagon as well as locations and this allows us to pick up quickly any patient concerns. The committee have received copies of policies in place which are being rolled out to Clarkson and Priory fields

Octagon has invested in an intranet, GP Team Net by Clarity. This Intranet is well used in the NHS at CCG level, GP Practice level and Federations, is allows us to manage all communications, polices and comms through this portal and all employees are on the system and receive regular alerts and updates. All new Practices joining Octagon receive training on the system.

To be signed by all parties to both contracts being proposed for merger, by signing you are confirming that all information provided above is correct and that relevant information can be shared between each practice by NHS England.

Signed:

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Print: Alan Ball – Managing Partner Octagon Medical Practice

Please continue on a separate sheet if necessary

Note: this application does not impose any obligation on the NHS Commissioning Board to agree to this request.