

Minutes of LOC meeting Wednesday 17th July 2024

Present: Alvaro Borges, Riz Choonara, Amy Clarke, Peter Greedy, Dave Jeavons, Sid Maher, Andy Partridge, Ian Shapcott, Adrian Street (for COL Update) and Ankur Trivedi

Guests: Courtney Campbell, Katie Elder, Emily Emm - prospective new committee members and Scott Vallance – Community Ophthalmic Link

1. Welcome/Apologies

Amy welcomed our guests, prospective new members Courtney Campbell, Katie Elder and Emily Emm and Scott Vallance attending to provide an update on the Community Ophthalmic Link.

Apologies had been received from Tom Gacek, Nigel Harris and prospective new member Rakhee Price

2. Community Ophthalmic Link Update

Scott shared that funding for the current iteration was secure up until March 2025 and NHSE had notified that funding would be available for Phase 2 with full details likely in August. Phase 2 would involve uploads from practices to the Trust records. Mechanisms needed to be established and Scott requested some assistance to move the project forwards, similar to the launch with 5 to 10 pilot practices spread across the County.

Ankur asked if the ISPs would be included, Scott replied not at this time as the focus was on the Trust but it could be a possibility in the longer term.

3. Declarations of conflicts of interest

There were no new declarations of conflicts of interest.

4. Minutes of last meeting

The minutes of the last Committee meeting were approved.

5. Matters Arising and Action Points

Action Points from last meeting:

| | | |
|------|--|----------|
| i. | Review ECLO referral and promote Low Vision Service | Complete |
| ii | CPD points and cost of FB workshop | Ongoing |
| iii | Investigate Primary Care Group with stakeholders | Complete |
| iv | VMT referrals | Ongoing |
| v | Share LV providers list with Amy | Complete |
| vi | Upload new Dry Eye Guidelines to website | Complete |
| vii | Complete Core Constitution Consultation Feedback | Complete |
| viii | Review new WhatsApp Rules document and feedback to Comms | Complete |
| ix | Complete May Newsletter and distribute countywide | Complete |
| x | Devise more structured approach to Newsletter creation | Complete |
| xi | Ascertain individual member's availability for practice visits | Ongoing |
| xii | Source slit lamp supply (and sponsorship) for CPD day | Ongoing |

iii. There is a Primary Care Group meeting on 28th August at the LMC office. It is agreed that attendance will be valuable and important. LOC representatives to be decided.

Meetings since 21st May 2024 Committee Meeting

| Date | Meeting | GlosLOC Attendees (external) |
|----------|------------------|------------------------------|
| 29/05/24 | SW LOC Forum | Adrian & Sid |
| 10/06/24 | NHSSWCCH Liaison | Adrian |
| 26/06/24 | Clinical Group | |
| 10/07/24 | PCG | Adrian |
| 15/07/24 | Comms Group | |

6. Chair's Update

Amy confirmed that funding for Higher Education qualifications has ceased and no funds now remain.

Alvaro and Amy attended the first meeting of the COL Stage 2 project. Alvaro will attend the steering group and Amy will cover the Clinical Pathways meetings.

Funding has been allocated for the hypertension screening service pilot and a meeting to plan for onboarding is arranged for July 25th. Amy cannot attend. Riz will join the Teams call.

7. Committee/Group Attendance

Alvaro asked the committee to consider how the new main committee/ sub-committee structure fits into the constitutional requirement for adequate attendance at meetings. Currently failure to attend three consecutive meetings will result in the member being asked to stand down. Consensus was that it sits with the Chair of each committee/sub-committee to police this.

8. CLiP Shared Placements

Ankur has been approached by Anna Warner, Head of Optometry at GlosNHSFT to see if the LOC could help facilitate undergraduate placements under the new CLiP scheme that is replacing the pre-registration year. The hospital is currently struggling to see how they can practically apply the new arrangements. Ankur and Riz will try to find out more from Anna about the challenges and how she feels the LOC may be able to help^v.

9. Teams Action Log Tool

Alvaro demonstrated the Planner App in Teams that creates an Action Log that the Clinical Group are starting to use to manage and monitor their committee work in a more structured way.

There is a quick tutorial at <https://www.youtube.com/watch?v=cB2hlnV6QVc>

10. GP Education Event

A request has been received by Peter for an LOC representative to give a couple of talks at GP education events in early 2025 (see Appendix 1). Peter felt that this should pass to the Clinical team rather than Events^{vi}.

11. Clinical

See Appendix 2

11.1 PES Update

Ankur is waiting to hear whether PES has been selected to provide the IT infrastructure for the in-practice hypertension screening pilot.

PES are developing a national project for reporting of cataract surgery waiting times. It will be a web portal that providers can update themselves and to which patients can be directed. When operational this will supersede the Gloucestershire version that the LOC currently administer. Alvaro commented about the accuracy of this information and suggested that audit responsibility should lie with the ICB rather than PES. Ankur agreed to feed this back to the ICB at the next quarterly review meeting^{vii}.

11.2 Paediatric Frame Stockists

Riz revisited the suggestion that the Hospital Optometry/Orthoptics Department could hold a list of stockists of specialist paediatric frames in the county. After much discussion it was decided, in the interest of fairness to all practices in the county, that this should not be recommended.

12. Comms/IT

See Appendix 3

Ian reported that there had been no negative feedback from the committee about Tom's Rules & Guidelines for administration of the Community WhatsApp groups (Appendix 4). Comms will proceed to distribute to the community^{viii}.

A 'Next Newsletter' folder has been created in the 'Files' section of the Comms Teams Channel (Communications/Newsletters/GloLOC/Next Newsletter). It is suggested that each sub-committee holds responsibility for providing content for the 3-monthly Newsletter. A deadline will be set to add content to the folder for the next issue, usually about two weeks before intended distribution. The next issue will be due at the end of August so deadline for contributions is 15th August^{ix}.

The potential new members will be added to the LOC Committee WhatsApp group.

13. Events

Peter gave a brief debrief of the AGM, feeling that it passed off successfully. Alvaro commented that perhaps there was a missed opportunity to emphasise quite how much work the committee do, particularly in light of the proposal to increase the levy. The committee congratulated Nigel (in his absence) on his robust defence of the increase. The committee as a whole should take responsibility and aim to improve the messaging in the future^x.

The CPD day will be 2nd October, once again at Kingsholm. There will be five CPD talks. Nigel Kirkpatrick (Newmedica) is confirmed as a speaker on glaucoma and Peter will give a talk on leadership. Other proposals include ortho-K, diagnostics (Optos?) and sports vision dispensing. This year, in addition there will be two breakout rooms to do 'sign-up' workshops parallel to the main talks, probably foreign body removal and one other, potentially one therapeutic aimed at IP optoms or one covering visual fields using VR headsets.

Peter canvassed the committee's opinion on a couple of matters associated with the CPD day.

- i) Could the day could be a good opportunity for colleagues to ‘buddy up’ to do their CPD reflection exercise? The idea was greeted positively.
- ii) COL & PES have both contacted Peter about having stands at the event but the fees associated could be a stumbling block. The possibility of sharing a stand (and the fee) was suggested. The Events team will discuss further^{xi}.

14. Finance

There was no Treasurer’s report as Nigel was away, see Appendix 5 for a summary.

15. Any Other Business

Amy has received several IP referrals following CUES appointments that, by the time she saw them, required no specialist IP intervention. There is a suggestion that a peer review session could be helpful to reduce inappropriate referrals. Clinical group to take forward^{xii}.

16. Date of Next Meeting

Tuesday 10th September 2024

Action Points

| | | |
|------|--|--------------|
| i. | CPD points and cost of FB workshop | Andy |
| ii | VMT Referrals | Amy/Clinical |
| iii | Ascertain individual member’s availability for practice visits | Sid/Comms |
| iv | Source slit lamp supply (and sponsorship) for CPD day | Events |
| v | Contact Anna Warner re CLiP challenges for hospital | Riz/ Ankur |
| vi | GP Education events 2025 | Clinical |
| vii | Feedback to ICB on need for audit of stated cataract wait times | Ankur |
| viii | Distribute new WhatsApp Rules document | Comms |
| ix | Add content to ‘Next Newsletter’ folder (by Aug 15 th) | All |
| x | Proactively communicate the work of the LOC | All |
| xi | Decide policy for CPD day stands for COL/PES | Events |
| xii | Red eye Peer review session | Clinical |

Abbreviations

| | |
|-------|-------------------------------|
| COL | Community Ophthalmic Link |
| NHSE | NHS England |
| ISP | Independent Service Provider |
| LMC | Local Medical Committee |
| NHSFT | NHS Foundation Trust |
| CLiP | Clinical Learning in Practice |
| PES | Primary Eyecare Services |

| | |
|-----|------------------------|
| ICB | Integrated Care Board |
| VR | Vitreo-retinal |
| IP | Independent Prescriber |

APPENDIX 1

From: HAQUE, Sadaf (GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST)
<sadaf.haque@nhs.net>

Sent: Friday, July 5, 2024 9:24 AM

To: Peter Greedy <petergreedy@glosloc.co.uk>

Cc: Alvaro Borges <alvaroborges@glosloc.co.uk>; Amy Clarke <amyclarke@glosloc.co.uk>;
HOSENACCUS, Zahra (CHURCHDOWN SURGERY) <zahra.hossenbaccus@nhs.net>

Subject: Community optometry teaching sessions for GPs and GP trainees at Sandford Education Centre on 19.2.25 PM and 15.5.25 AM

Dear Peter,

Thanks to Kerry for the introduction.

I'm writing to invite one of your community optometry colleagues to come and teach some GPs and GP trainees at 2 education events I am organising for GGPET at Sandford Education Centre
Here is a bit about our education provider organisation: [About us - Gloucestershire GP Education Trust \(ggpet.org.uk\)](https://ggpet.org.uk).

- The first is on **Weds 19/02/2025**
 - We will be inviting someone from GHT to talk so don't worry about filling the hour- perhaps 30 mins will be sufficient?

Session 1: 14.15 - 15.15

Session 2: 15.30 - 16.30

- The second is on **Thurs 15/05/2025 9.30am-12.30pm**
 - This is a different format with the delegates rotating between 4 different rooms to hear about 4 different topics. Our speakers stay in the room. It is usually a smaller group which allows more room for interactive discussions and questions. It is a good idea to have a slide presentation but each group is only with you for 25 mins.

Four Groups will rotate around the 4 topic workshops:

09.30 - 09.35 Introduction – Lecture Hall

09.35 - 10.05 Workshop 1

10.10 - 10.40 Workshop 2

10.45 - 11.15 Tea break

11.20 - 11.50 Workshop 3

11.55 - 12.25 Workshop 4

12.25 - 12.30 Feedback and reflective forms in final workshop room

***The learning objective
would be 'to discuss the
community optometry
service in Gloucestershire
and referral pathways'***

It would be great to hear how we are:

- the first area in the country to support community optometrists with access to hospital eye images, diabetic screening images, associated data and referral information.
- Community optometrists in Gloucestershire now hold the entire eye care record for the patient. Every optometry practice in the county has at least three optometrists accessing the system.
- The system has been fully implemented since January 23 and is resulting in a significant reduction in referrals (24% reduction in e-referrals) and a significant reduction in the number of new patients on GHNHSFTs waiting list (16% reduction).
- Gloucestershire is the only system in the country to not only be managing growth but also reducing the waiting list.

I hope this is of interest and I look forward to hearing from you.

Kind regards,

Sadaf

Dr Sadaf Haque
Salaried GP, Kingsway Health Centre, Rosebank Health PCN
Cancer Lead, NHS Gloucestershire
Specialty Doctor Breast Surgery, GHNHSFT
Chair GGPET (Gloucestershire GP Education Trust)

07939 046028

APPENDIX 2



Clinical Group
Minutes 2024_06_26.p

APPENDIX 3

Notes from GlosLOC Communications Group meeting held 15th July 2024

Present: **Adrian**, **Ian**, **Sid** & **Tom**

Agenda

1. Updates from last meeting
 2. Newsletter
 3. WhatsApp policy & action process
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1. Practice visits being reconsidered due to concerns about costs. No guarantee that visits will improve engagement and there was a suggestion that a 'phone call might be better, certainly less costly. **Sid to produce an anonymous Teams poll.**
 2. Sid proposed separate sections of the Newsletter for each group to provide content with a deadline. The Comms Group would oversee and collate utilising the Next Newsletter folder. Agreed to aim for end of August and then quarterly. **Tom to raise at next Committee Meeting.**
 3. **Tom to get final approval from full committee for WhatsApp rules.** To be disseminated to the Community in the next Newsletter.

Ian would take over at the Committee Meeting if Tom's connection doesn't work.

WhatsApp Rules and Guidelines v1

By following listed rules and guidelines below, we can ensure a respectful, enjoyable and productive group chat environment.

WhatsApp Group Rules:

1. **Respect Everyone:** Treat all members with respect.
2. **Relevant Content Only:** Keep discussions professional and relevant to the groups purpose. LOC members are on this chat to help answer any queries.
3. **No Spam:** Do not send unsolicited advertisements, chain messages or repetitive posts.
4. **Be Concise:** Keep messages short and to the point, avoid flooding chat with too many messages at once. If the subject doesn't concern the whole group, please use private message.
5. **Avoid Sensitive Topics:** refrain from discussing religion, politics, or any other potentially diverse topics.
6. **Privacy Matters / GDPR:** Do not share anyone's personal information or messages without their permission. Information shared in the group should not be shared outside.
7. **No Abusive Language:** Use appropriate language, any form of hate speech, harassment or degrading comments is strictly prohibited.
8. **Adding New Members:** Contact one of the admins privately to request adding a new member.
9. **Respect Quiet Hours:** Gloucestershire LOC operates during Mon-Fri 8:00–18:00. Outside of these hours messages will not be read or answered. Please refrain sending questions directly to LOC outside of those hours.
10. **Report Issues:** If you would like to report a problem, please report it to the group admin via email secretary@glosloc.co.uk and not WhatsApp.
11. **Group Admins Authority:** The group admins have the authority to enforce these rules and take necessary actions, including removing members who violate the rules.

APPENDIX 5



GlosLOC Accounts
2024_07_04.pdf