

GLOUCESTERSHIRE LOCAL MEDICAL COMMITTEE



Chairman:
LMC Lay Secretary:
LMC Manager
Treasurer:
Deputy Chairman:
Website: www.gloslmc

Dr A SEYMOUR
Mr M FORSTER
Ms S JETHA
Dr S STEINHARDT
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See Distribution

17 Sep 2008

ROLES AND RESPONSIBILITIES

Attached at Annex A is Amendment 3 to the Roles and Responsibilities paper to reflect the changes that have occurred and the agreements that have been reached since then. Please destroy all previous versions.

[Signed on the original]

Mike Forster
LMC Lay Secretary

Annexes:

- A. LMC Roles and Responsibilities - Amendment 3.
- B. Roles and Responsibilities – Outline – Amendment 3.

Distribution:

All LMC Members, elected and co-opted
All office staff

LMC ROLES AND RESPONSIBILITIES – AMENDMENT 3

(a)	Role (b)	Lead/Members (c)	Deputy (d)	Responsibilities / Remarks (e)
1.	Chairman	Dr A Seymour	Not applicable – elected post	Elected Post. Day-to-day decision-making and direction, subject to ratification by Executive and full LMC. Ex officio member of the Executive Committee. Tenure: 2 years
2.	Vice-Chairman	Dr P Fielding	Not applicable – elected post	Elected Post. Stands in for the Chairman where necessary. Ex officio member of the Executive Committee. Tenure: 2 years
3.	Treasurer	Dr S Steinhardt	Not applicable – elected post	Elected Post. Responsible for good use of the funds under direct control of the LMC (largely the subscriptions from GPs). Ex officio member of the Executive Committee. Tenure: 2 years
4.	Elected Executive Member	Dr C Good		Elected Post. Tenure: 2 years
5.	GPC Representative	Dr P Fellows	Not applicable – elected post	Co-opted Post: Represents Avon and Gloucestershire LMCs at the GPC. Tenure: 3 years from 2008
6.	Annual Conference Reps	Dr S Alvis Dr J Bayley Dr T Yerburgh	Not applicable – elected post	Elected Post. Formulation and presentation of majority concerns among the GPs of Gloucestershire to the annual LMC Conference. Tenure: 2 years
7.	PCT/LMC Negotiation Group	Dr I Bye (Chair) Dr P Fielding Dr C Morton Dr A Seymour	Dr C Good	
8.	Support Panel	Dr P Fielding, Dr C Good, Dr A Seymour		
9.	Pastoral Support Member	Dr N Booker, Dr P Fielding, Dr C Good, Dr A Rigby, Dr A Seymour Dr I Simpson,		Any one of these members could act as a pastoral support member for a GP in his locality

FOR ALL OF THE FOLLOWING REPRESENTATIONAL POSTS, THE MEMBER LEADING OR DEPUTISING IS RESPONSIBLE FOR BECOMING, OVER TIME, A SUBJECT MATTER EXPERT.

THE COMMITTEE WILL DRAW ON THEIR EXPERIENCE AND KNOWLEDGE WHEN ISSUES ARISE IN THESE AREAS, AND MAY REQUEST THEM (IF FUNDING IS AVAILABLE) TO REPRESENT THE LMC ON COMMITTEES OR WORKING GROUPS/PARTIES AS APPLICABLE.

THEY WILL KEEP THE LMC IN TOUCH WITH DEVELOPMENTS IN THEIR AREAS BY INFORMAL OR FORMAL REPORTS AS REQUIRED OR IF THEY FEEL IT IS APPROPRIATE.

10.	Access	Dr N Booker		
11.	Appraisal	Dr P Fielding	Dr I Simpson	
12.	Breast Screening	Dr Patterson		
13.	Cancer	Dr Morgan		Dr Morgan has volunteered but the Committee has yet to ratify it (17 Sep 08)
14.	Cervical Cytology	Dr R Coker	-	
15.	Chlamydia Screening	Dr R Coker	Dr I Simpson	
16.	Chronic Disease	Dr L Patterson		(e.g. Asthma, Diabetes)
17.	Choose & Book	Dr A Rigby	Dr N Booker	Attends C&B Project Board Meetings monthly last Thu of the month
18.	Control of Communicable Diseases	Dr S Alvis		<i>Possible overlap with infection control</i>
19.	Extended Hours Working Group (EHWG)	Dr A Seymour (Chair) Dr N Booker Dr P Fellows Dr J Salter Dr I Simpson		Meets to devise strategy for LMC to follow in its negotiations with the PCT on this issue.
20.	Flu	Dr P Fielding		
21.	GP Education	Dr P Fielding		
22.	IM&T	Dr A Rigby	Dr N Siva	

23.	Infection Control	Dr S Alvis		Meetings on Wednesdays, paid for by PCT.
24.	Maternity	Dr R Gale		
25.	Mental Health	Dr J Salter	Dr R Coker	Mental Health Shared Care Monitoring Group (MHSCMG): PCT Pays for Dr Salter to attend
26.	Old People	Dr M Hayes	Dr A Rigby	
27.	Out of Hours	Dr R Gale	-	
28.	Palliative Care	Dr N Booker		
29.	PMS Sub-committee	Dr S Steinhardt	Dr A Seymour, Dr I Bye []	For this item, Dr Steinhardt is the Chair and those in column (f) are members (May need to co-opt someone from the east end of the county)
30.	Practice-Based Commissioning	Dr P Fielding	Dr M Hayes	
31.	Premises	Dr I Simpson	Dr S Alvis	
32.	QOF	Dr P Fielding	Dr I Bye	For this item, those in column (f) are assessors
33.	Registrar GPs	Dr R Stone		
34.	Sexual Health	Dr R Coker	Dr L Patterson	
35.	Substance abuse	Dr C Good		
36.	Teenage Pregnancy	Dr J Bayley	Dr L Patterson	
37.	TB/BCG Management	Dr C Good		
38.	Violent Patients			(LMC is required to be consulted in developing the DES and a local action plan to deal with violent patients. Currently being developed by 'Max' Boyce at the PCT, with input as required from the office.)
39.	Liaison: Glos Hospitals Foundation Trust	Dr N Siva	Dr Jo Bayley	

40.	Liaison: Winfield Hospital	Dr Jo Bayley	[]	
41.	Liaison: Nuffield Hospital	[]		
42.	Liaison: Primary & Community Care Clinical Audit Group			Dr Mike Roberts is now the lead clinical governance medic in the PCT. PCCCAG have agreed to send us minutes
43.	Liaison: Local Negotiating Committee	Dr Morton		
44.	Local Intelligence Network (re Controlled Drugs)	Dr C Good		
45.	Gloucestershire medicines management committee	Dr T Yerburgh	Dr N Siva	To represent the LMC on this hospital/ Primary care prescribing interface group.
46.	Gloucestershire Dispensing quality scheme	Dr T Yerburgh		Dr Yerburgh is not from a dispensing practice. Is there any member from a dispensing practice who would wish to take this over?
47.	PCT Antibiotic (Antimicrobial) Management Committee	[]		Meets quarterly, Apr/Jul/Oct/Jan. LMC member paid for by PCT. The AMC reports to the General Medicines Management Committee (GMMC) and the Community Infection Control Committee (CICC)

ANNEX B TO
GLOS LMC – LMC RESPONSIBILITIES
DATED 17 SEP 08

ROLES AND RESPONSIBILITIES – OUTLINE

	LEAD/MEMBER FOR	DEPUTY FOR
Dr S Alvis	Control of Communicable Diseases, Infection Control,	Premises
Dr J Bayley	Teenage Pregnancy LMC Conference Representative	Liaison Glos Hosp Foundation Trust, Liaison Winfield Hospital Old People
Dr N Booker	Access, Potential pastoral support member Palliative Care,	Choose & Book EHWG member Support Panel
Dr I Bye	Chair PCT/LMC Negotiators Group	Member PMS Sub-committee QOF Assessor
Dr R Coker	Cervical Cytology Chlamydia Screening Sexual Health,	Mental Health
Dr P Fellows	GPC Member	EHWG member
Dr P Fielding	Appraisal, QOF (and QOF Assessor), Flu, Support Panel, GP Education Potential pastoral support member	Member PCT/LMC Negotiators Group
Dr R Gale	Maternity Out of Hours	
Dr C Good	TB/BCG Mgt, Substance abuse, Support Panel Local Intelligence Network Potential pastoral support member	
Dr M Hayes	Old People (TBC)	PBC
Dr T Morgan	Cancer	
Dr C Morton		Member PCT/LMC Negotiators Group
Dr L Patterson (C)	Breast Screening Chronic Diseases,	Cervical Cytology, Teenage Pregnancy, Sexual Health
Dr A Rigby	Choose & Book IM&T Potential pastoral support member	QOF assessor, Old People, Support Panel
Dr J Salter	Mental Health	EHWG member
Dr A Seymour	Support Panel Potential pastoral support member EHWG Chair	Member PMS Sub-ctee Member PCT/LMC Negotiators Group
Dr I Simpson	Potential pastoral support member, Premises	Appraisals EHWG member
Dr N Siva	Liaison Glos Hosp Foundation Trust	IM&T, Glos Medicines Mgt Ctee
Dr S Steinhardt	Chair PMS Sub Ctee,	
Dr T Yerburgh	Glos Medicines Mgt Ctee, Glos Dispensing Quality Scheme	
ELECTED VACANCY		
ELECTED VACANCY		
ELECTED VACANCY		
Dr D Kanga (C)	Registrar GPs	