

WOLVERHAMPTON CCG

Primary Care Commissioning Committee
Tuesday 22 May 2018

TITLE OF REPORT:	Document Management
AUTHOR(s) OF REPORT:	Jo Reynolds, Primary Care Development Manager
MANAGEMENT LEAD:	Sarah Southall, Head of Primary Care
PURPOSE OF REPORT:	To share a business case that has been prepared for consideration by the committee for Document Management 2018/19
ACTION REQUIRED:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Assurance
PUBLIC OR PRIVATE:	This Report is intended for the public domain.
KEY POINTS:	<ul style="list-style-type: none"> • Document management is part of the 5 Year GP Forward View • The attached specification and business case are regarding to training for admin staff, to enable the skills to manage clinical correspondence effectively. • The aim of the programme is to free up GP time by enhancing the admin role
RECOMMENDATION:	The committee are required to receive & consider the Business Case with a view to approval in order for the specification to be advertised and a supplier identified.
LINK TO BOARD ASSURANCE FRAMEWORK AIMS & OBJECTIVES:	<ol style="list-style-type: none"> 1. Improving the quality and safety of the services we commission : Continually check, monitor and encourage providers to improve the quality and safety of patient services ensuring that patients are always at the centre of all our commissioning decisions. 2. Reducing Health Inequalities in Wolverhampton : Deliver our Primary Care Strategy to innovate, lead and transform the way local health care is delivered, supporting emerging clinical groupings and fostering strong local partnerships to achieve this. 3. System effectiveness delivered within our financial envelope : The CCG will work with our members and other key partners to encourage innovation in the use of technology, effective utilisation of the estate across the public sector and the development of a modern up skilled workforce across Wolverhampton.

