

Guildowns Group Practice

Quality Report

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This report describes our judgement of the quality of care at this service. It is based on a combination of what we found when we inspected, information from our ongoing monitoring of data about services and information given to us from the provider, patients, the public and other organisations.

Ratings

Overall rating for this service

Requires improvement



Are services safe?

Requires improvement



Are services effective?

Good



Are services caring?

Good



Are services responsive to people's needs?

Good



Are services well-led?

Requires improvement



Summary of findings

Contents

Summary of this inspection

	Page
Overall summary	2
The five questions we ask and what we found	4
The six population groups and what we found	6
What people who use the service say	10
Areas for improvement	10

Detailed findings from this inspection

Our inspection team	11
Background to Guildowns Group Practice	11
Why we carried out this inspection	11
How we carried out this inspection	11
Detailed findings	13
Action we have told the provider to take	24

Overall summary

Letter from the Chief Inspector of General Practice

We carried out an announced comprehensive inspection at Guildowns Group Practice on 23 February 2016. This report refers to the location of Wodeland Avenue. Overall the location is rated as requires improvement.

Our key findings across all the areas we inspected were as follows:

- Patients said they were treated with compassion, dignity and respect and they were involved in their care and decisions about their treatment.
- Staff assessed patients' needs and delivered care in line with current evidence based guidance. Staff had the skills, knowledge and experience to deliver effective care and treatment, however the practice could not provide evidence of all appropriate training for example safeguarding training.

- Staff understood and fulfilled their responsibilities to raise concerns, and to report incidents and near misses. However, reviews and investigations were not thorough enough. Patients did not always receive an apology.
- Patients were at risk of harm because systems and processes were not in place to keep them safe. For example recruitment checks, staff training, medicines management, fire and legionella risk assessments.
- Information about services and how to complain was available and easy to understand. However, recording of reviews and investigations were not thorough enough. Patients did not always receive an apology.
- The practice had a number of policies and procedures to govern activity, but there was no system in place to ensure that these were up to date or appropriate for the location where they were in use.
- Not all staff had received an appraisal within the last 12 months, some staff had not had an appraisal for more than two years and the practice did not have a schedule in place for appraisals

Summary of findings

The areas where the provider must make improvements are:

- Ensure that all complaints and safety incidents and their investigation are recorded.
- Ensure that all complaints and safety incidents are investigated thoroughly and ensure that patients affected receive reasonable support and an apology and that learning is shared appropriately to support improvement.
- Ensure recruitment arrangements include all necessary employment checks for all staff, including that a Disclosure and Barring Service check or risk assessment showing a check is not required is in place for all staff.
- Ensure that a system of annual staff appraisals is implemented and that training is completed as appropriate including safeguarding.
- Ensure that policies are up to date and specific to the practice.

- Take action to address identified concerns with fire safety and legionella as identified in the fire risk and legionella risk assessments.
- Ensure that blank prescription forms are stored securely.
- Ensure systems are in place to make sure clinical equipment is calibrated and portable electrical equipment is safe.
- Investigate ways to increase engagement with patients, for example re-establish a patient participation group to provide patient input to the practice.

In addition the provider should:

- Continue to monitor and review telephone access to the surgery.
- Continue to proactively identify carers.
- Review the use of patient specific directions.

Professor Steve Field (CBE FRCP FFPH FRCGP)

Chief Inspector of General Practice

Summary of findings

The five questions we ask and what we found

We always ask the following five questions of services.

Are services safe?

The practice is rated as requires improvement for providing safe services.

Requires improvement



- Staff understood their responsibilities to raise concerns, and to report incidents and near misses. However, when things went wrong they were not always reported or recorded, reviews and investigations were not thorough enough and lessons learned were not communicated widely enough to support improvement. Patients did not always receive a verbal and written apology.
- Although risks to patients who used services were assessed, the systems and processes to address these risks were not implemented well enough to ensure patients were kept safe. For example: For example actions identified in both fire and legionella risk assessments had not been actioned fully and there was no system in place to monitor these.

Are services effective?

The practice is rated as good for providing effective services.

Good



- Data from the Quality and Outcomes Framework (QOF) showed patient outcomes were at or above average compared to the national average.
- Staff assessed needs and delivered care in line with current evidence based guidance.
- Clinical audits demonstrated quality improvement.
- Staff had the skills, knowledge and experience to deliver effective care and treatment, however the practice could not provide evidence of all appropriate training for example safeguarding training.
- Not all staff had received an appraisal within the last 12 months, some staff had not had an appraisal for more than two years and the practice did not have a schedule in place for appraisals
- Staff worked with other health care professionals to understand and meet the range and complexity of patients' needs.

Are services caring?

The practice is rated as good for providing caring services.

Good



- Data from the national GP patient survey showed patients rated the practice as similar to others for most aspects of care.

Summary of findings

- Patients said they were treated with compassion, dignity and respect and they were involved in decisions about their care and treatment.
- Information for patients about the services available was easy to understand and accessible.
- We saw staff treated patients with kindness and respect, and maintained patient and information confidentiality.

Are services responsive to people's needs?

The practice is rated as good for providing responsive services.

Good



- Practice staff reviewed the needs of its local population and engaged with the NHS England Area Team and Clinical Commissioning Group (CCG) to secure improvements to services where these were identified. For example the practice has worked in conjunction with another local practice to provide a one stop gynaecological clinic.
- Patients said they could make an appointment with a named GP and there was continuity of care, with urgent appointments available the same day. However patients said they found it difficult to contact the practice by telephone.
- The practice had good facilities and was well equipped to treat patients and meet their needs.
- Patients could get information about how to complain in a format they could understand. However, the practice did not provide evidence that all complaints were followed up or that learning from complaints was always shared widely enough with staff to support improvement.

Are services well-led?

The practice is rated as requires improvement for being well-led.

Requires improvement



- The practice had a vision and a strategy but not all staff were aware of this and their responsibilities in relation to it. There was a documented leadership structure and most staff felt supported by the GP partners but at times they weren't sure who to approach with issues.
- The practice had a number of policies and procedures to govern activity, but some of these were not practice specific and were overdue for a review.
- Not all staff had received regular performance reviews or attended staff meetings and events.
- There was little engagement with patients, for example the practice did not have an active patient participation group, but told us that they were in the process of setting up a new group.

Summary of findings

The six population groups and what we found

We always inspect the quality of care for these six population groups.

Older people

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- The practice offered proactive, personalised care to meet the needs of the older people in its population.
- The practice was responsive to the needs of older people, and offered home visits and urgent appointments for those with enhanced needs.
- The practice provided a frailty service. The practice kept a register of frail elderly patients and discussed these patients regularly with the community matron to avoid hospital admission where possible.
- The practice provided remote access lap-tops for GP use whilst visiting nursing homes. This meant that the GPs had access to the patients full medical records while they were in the nursing home.

Requires improvement



People with long term conditions

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- The practice performance for diabetic indicators was comparable with or above national and clinical commissioning group (CCG) averages. For example the percentage of patients with diabetes, on the register, in whom the last IFCC-HbA1c was 75 mmol/mol or less in the preceding 12 months was 92% compared to the national average 87% and CCG average 89%.
- Longer appointments and home visits were available when needed.
- All these patients had a named GP and a structured annual review to check their health and medicines needs were being met. For those patients with the most complex needs, the named GP worked with relevant health and care professionals to deliver a multidisciplinary package of care.
- Nursing staff had lead roles in chronic disease management and patients at risk of hospital admission were identified as a

Requires improvement



Summary of findings

priority. However staff we spoke with told us that due to nursing staff shortages not all chronic disease areas had nurse leads, where nurse leads were not available a GP had oversight of the disease area.

Families, children and young people

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- There were systems in place to identify and follow up children living in disadvantaged circumstances and who were at risk, for example, children and young people who had a high number of A&E attendances. Immunisation rates were relatively high for all standard childhood immunisations.
- Patients told us that children and young people were treated in an age-appropriate way and were recognised as individuals, and we saw evidence to confirm this.
- 80% of eligible female patients had a cervical screening test which was slightly below the CCG and national averages of 82%.
- Appointments were available outside of school hours and the premises were suitable for children and babies.
- We saw positive examples of joint working with midwives and health visitors.

Requires improvement



Working age people (including those recently retired and students)

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- The needs of the working age population, those recently retired and students had been identified and the practice had adjusted the services it offered to ensure these were accessible, flexible and offered continuity of care.
- The practice was proactive in offering online services as well as a full range of health promotion and screening that reflects the needs for this age group.
- The practice offered electronic prescribing which enabled patients to collect their prescriptions from the pharmacists of their choice which could be close to their place of work.

Requires improvement



Summary of findings

People whose circumstances may make them vulnerable

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- The practice held a register of patients living in vulnerable circumstances including homeless people, travellers and those with a learning disability.
- The practice offered longer appointments for patients with a learning disability.
- The practice regularly worked with other health care professionals in the case management of vulnerable patients.
- The practice informed vulnerable patients about how to access various support groups and voluntary organisations.
- Staff knew how to recognise signs of abuse in vulnerable adults and children. Staff were aware of their responsibilities regarding information sharing, documentation of safeguarding concerns and how to contact relevant agencies in normal working hours and out of hours.

Requires improvement



People experiencing poor mental health (including people with dementia)

The practice was rated as requires improvement for providing safe and well-led services. The issues identified as requiring improvement overall affected all patients including this population group. There were, however, examples of good practice:

- 95% of patients diagnosed with dementia had their care reviewed in a face to face meeting in the last 12 months, which is better than the national average of 84%.
- The practice performance for mental health indicators was above national averages. For example 92% of patients with schizophrenia, bipolar affective disorder and other psychoses had a comprehensive care plan documented in the record, in the preceding 12 months, agreed between individuals, their family and/or carers as appropriate compared to a national average 88%.
- The practice regularly worked with multi-disciplinary teams in the case management of patients experiencing poor mental health, including those with dementia.
- The practice carried out advance care planning for patients with dementia.
- The practice had told patients experiencing poor mental health about how to access various support groups and voluntary organisations.

Requires improvement



Summary of findings

- The practice had a system in place to follow up patients who had attended accident and emergency where they may have been experiencing poor mental health.
- Staff had an understanding of how to support patients with mental health needs and dementia.

Summary of findings

What people who use the service say

The national GP patient survey results were published in January 2016. The results showed the practice was performing in line with local and national averages. 412 survey forms were distributed and 98 were returned. This was a response rate of 24% which represented less than 0.5% of the practice's patient list.

- 62% of patients found it easy to get through to this surgery by phone compared to a Clinical Commissioning Group average of 79% and a national average of 73%.
- 86% of patients were able to get an appointment to see or speak to someone the last time they tried (CCG average 90% and national average 85%).
- 84% of patients described the overall experience of their GP surgery as good (CCG average 90% and national average 85%).

- 67% of patients said they would recommend their GP surgery to someone who has just moved to the local area (CCG average 85% and national average 78%).

As part of our inspection we also asked for CQC comment cards to be completed by patients prior to our inspection. We received three comment cards for this location which were all positive about the standard of care received. Patients said that they were treated with care and respect by the surgery and that the staff were lovely however there was also a comment about difficulty in getting through to the surgery by phone.

Results from the Friends and Family test, for the whole group practice, showed that 84% of patients would recommend this practice; this was based on 25 responses in December 2015 (0.1% of the practice's patient list).

Areas for improvement

Action the service **MUST** take to improve

- Ensure that all complaints and safety incidents and their investigation are recorded.
- Ensure that all complaints and safety incidents are investigated thoroughly and ensure that patients affected receive reasonable support and an apology and that learning is shared appropriately to support improvement.
- Ensure recruitment arrangements include all necessary employment checks for all staff, including that a Disclosure and Barring Service check or risk assessment showing a check is not required is in place for all staff.
- Ensure that a system of annual staff appraisals is implemented and that training is completed as appropriate including safeguarding.
- Ensure that policies are up to date and specific to the practice.

- Take action to address identified concerns with fire safety and legionella as identified in the fire risk and legionella risk assessments.
- Ensure that blank prescription forms are stored securely.
- Ensure systems are in place to make sure clinical equipment is calibrated and portable electrical equipment is safe.
- Investigate ways to increase engagement with patients, for example re-establish a patient participation group to provide patient input to the practice.

Action the service **SHOULD** take to improve

- Continue to monitor and review telephone access to the surgery.
- Continue to proactively identify carers.
- Review the use of patient specific directions.

Guildowns Group Practice

Detailed findings

Our inspection team

Our inspection team was led by:

Our inspection team was led by a CQC Lead Inspector. The team included a GP specialist adviser and a practice manager specialist adviser.

Background to Guildowns Group Practice

Guildowns Group Practice is a large training practice providing services from four locations in Guildford which are registered as independent locations with the CQC. A training practice has GP trainees who are qualified doctors completing a specialisation in general practice. At the time of our inspection there were two GP registrars training with the practice. Three of the locations are GP surgeries and the fourth is a university medical practice. There are approximately 24,200 patients on the group practice list and patients can choose to attend any of the four surgeries. Performance is reported by the group practice as a whole so verified data for individual locations is not available. The group practice has a lower than average number of patients from birth to 14 years and 40 to 80 years. The practice has a higher than average number of patients between 15 and 29 years, this is due to providing GP care on a university site.

The practice has nine partners, six salaried GPs and two long term locums (seven male and 11 female). They are supported by a pharmacist, five practice nurses, six healthcare assistants/phlebotomists, a management team, administrative staff and patient services staff. The practice

is led by a group director who is responsible for management of all four locations in the group. Most of the clinical staff work across the four locations and other staff can work across all locations if required.

On this occasion only Wodeland Surgery was inspected. The other locations were inspected separately on 24 February 2016 and 10 March 2016. Wodeland Surgery is a purpose built surgery and approximately 7,500 patients are registered at this location.

The practice is open between 8am and 6.30pm Monday to Friday. Appointments are from 8.30am to 11.30am every morning and 3.30pm to 6pm daily. Extended surgery hours are offered at the following times: GP appointments 6.30pm to 7.30pm Monday evening; 7.30am to 8am Thursday morning and every Saturday morning 9am to 11.30am. The practice also offered extended surgery hours for phlebotomy 7.30am to 8.30am Monday, Wednesday and Thursday mornings and nurse appointments 7.30am to 8.30am Thursday morning and every Saturday morning 9am to 11.30am. In addition to pre-bookable appointments that could be booked up to six weeks in advance, urgent appointments were also available for patients that needed them, although these may be offered at any of the four locations.

This service is provided at the following location:

Wodeland Surgery, 91-93 Wodeland Avenue, Guildford, Surrey, GU2 4YP.

The other sites in the group practice are:

The Oaks Surgery, Applegarth Avenue, Park Barn, Guildford, Surrey, GU2 8LZ.

Stoughton Road Surgery, 2 Stoughton Road, Guildford, Surrey, GU1 1LL.

The Student Health Centre, Stag Hill, University of Surrey, Guildford, Surrey, GU2 7XH.

Detailed findings

Patients requiring a GP outside of normal working hours are advised to contact the NHS GP out of hours service NHS 111.

The practice has a Personal Medical Services (PMS) contract. PMS contracts are agreed between the practice and NHS England.

Why we carried out this inspection

We carried out a comprehensive inspection of this service under Section 60 of the Health and Social Care Act 2008 as part of our regulatory functions. The inspection was planned to check whether the provider is meeting the legal requirements and regulations associated with the Health and Social Care Act 2008, to look at the overall quality of the service, and to provide a rating for the service under the Care Act 2014.

How we carried out this inspection

Before visiting, we reviewed a range of information we hold about the practice and asked other organisations to share what they knew. We carried out an announced visit on 23 February 2016. During our visit we:

- Spoke with a range of staff including GPs, nurses, health care assistants, receptionists and other administrative staff, the group director and human resources manager and spoke with patients who used the service.

- Observed how patients were being cared for and talked with carers and/or family members
- Reviewed an anonymised sample of the personal care or treatment records of patients.
- Reviewed comment cards where patients and members of the public shared their views and experiences of the service.

To get to the heart of patients' experiences of care and treatment, we always ask the following five questions:

- Is it safe?
- Is it effective?
- Is it caring?
- Is it responsive to people's needs?
- Is it well-led?

We also looked at how well services were provided for specific groups of people and what good care looked like for them. The population groups are:

- Older people
- People with long-term conditions
- Families, children and young people
- Working age people (including those recently retired and students)
- People whose circumstances may make them vulnerable
- People experiencing poor mental health (including people with dementia).

Please note that when referring to information throughout this report, for example any reference to the Quality and Outcomes Framework data, this relates to the most recent information available to the CQC at that time.

Are services safe?

Our findings

Safe track record and learning

There was an effective system in place for reporting and recording significant events.

- Staff told us that they could only report incidents to the group director. We saw that there was a recording form available on the practice's computer system. The incident recording form supported the recording of notifiable incidents under the duty of candour. (The duty of candour is a set of specific legal requirements that providers of services must follow when things go wrong with care and treatment).
- We saw evidence that when things went wrong with care and treatment, patients were informed of the incident, received reasonable support, truthful information, a written apology and were told about any actions to improve processes to prevent the same thing happening again. However the practice could not provide evidence that all events were recorded, some of the staff we spoke with told us that they did not always report events.
- The practice carried out a thorough analysis of the significant events that were recorded however the learning was not always shared appropriately with staff to support improvement. We saw evidence that significant events meetings were held but some staff we spoke with told us they were not informed about significant events.

We reviewed safety records, incident reports, patient safety alerts and minutes of meetings where these were discussed. We saw some evidence that lessons were shared and action was taken to improve safety in the practice. For example, an error was made where incorrect patient data was scanned onto a patient's medical record. The practice could not trace who had made the error as the administrative staff shared a login to the scanning system, as a result the practice provided all staff with unique logins so that scanning could be monitored and further training provided if required.

Overview of safety systems and processes

The practice had some systems, processes and practices in place to keep patients safe and safeguarded from abuse, which included:

- Arrangements were in place to safeguard children and vulnerable adults from abuse. These arrangements reflected relevant legislation and local requirements. Policies were accessible to all staff but some of the staff we spoke with did not know how to access the policies or could not find them. The policies clearly outlined who to contact for further guidance if staff had concerns about a patient's welfare. There were two lead members of staff for safeguarding. The GPs attended safeguarding meetings when possible and always provided reports where necessary for other agencies. Staff demonstrated they understood their responsibilities and most had received training on safeguarding children and vulnerable adults relevant to their role. GPs were trained to child protection or child safeguarding level three, but when asked the practice did not provide evidence that four of the 15 GPs had completed this training. Nurses were trained to child safeguarding level two but when we asked the practice did not provide evidence that one nurse had completed this. The practice records showed that they did not have evidence of a Disclosure and Barring Service (DBS) check for three HCAs. (DBS checks identify whether a person has a criminal record or is on an official list of people barred from working in roles where they may have contact with children or adults who may be vulnerable).
- A notice in the waiting room advised patients that chaperones were available if required. Not all staff who acted as chaperones had been trained for the role or had had a Disclosure and Barring Service (DBS) check.
- The practice maintained appropriate standards of cleanliness and hygiene. We observed the premises to be clean and tidy however we observed that the cleaners monitoring sheet had not been completed since December 2015. The practice nurse was the infection control clinical lead who liaised with the local infection prevention teams to keep up to date with best practice. There was an infection control protocol in place and staff had received up to date training, although when asked the practice did not provide evidence that two of the GPs and one of nurses had undertaken update training. Annual infection control audits were undertaken and we saw evidence that action was taken to address any improvements identified as a result. The action plan was reviewed quarterly to ensure that actions were completed.

Are services safe?

- The arrangements for managing medicines, including emergency medicines and vaccines, in the practice might put patients at risk of harm (including obtaining, prescribing, recording, handling, storing, security and disposal). The practice had a robust system in place for stocking doctors' bags with medicines and checking that they were appropriate and in date. Processes were in place for handling repeat prescriptions which included the review of high risk medicines. We saw evidence that these processes were not always followed, for example the practice policy states that if a prescription is not collected within six weeks it is returned to the GP, but we saw prescriptions awaiting collection that were over three months old. The practice carried out regular medicines audits, with the support of the local CCG pharmacy teams, to ensure prescribing was in line with best practice guidelines for safe prescribing. Blank prescription forms were not always stored securely and there was not a robust system in place to monitor their use, we saw large amounts of blank prescription forms in unlocked consulting rooms. Blank handwritten prescription pads were securely stored and there were systems in place to monitor their use. Patient Group Directions had been adopted by the practice to allow nurses to administer medicines in line with legislation. Health Care Assistants (HCAs) were trained to administer vaccines and medicines against a patient specific prescription (PSD) or direction from a prescriber, we saw evidence that PSDs were in use but there was not a robust system for ensuring how they were implemented in the practice.
- We reviewed seven personnel files and in most found appropriate recruitment checks had been undertaken prior to employment. There were some gaps for example, one file was missing proof of identification, one file only had one reference but practice policy states two are required, and for three clinical members of staff there was no evidence that the appropriate checks had been undertaken through the Disclosure and Barring Service.

Monitoring risks to patients

Risks to patients were assessed and well managed.

- There were procedures in place for monitoring and managing risks to patient and staff safety. When we asked the practice they did not show us evidence that they had a location specific health and safety policy. The

practice had up to date fire risk assessments but there was no system to ensure that identified actions were completed and the practice had not carried out regular fire drills at this location. We observed out of date testing stickers on equipment and when asked the practice did not provide evidence that all electrical equipment had been checked to ensure the equipment was safe to use or that all clinical equipment was checked to ensure it was working properly. The practice had a variety of other risk assessments in place to monitor safety of the premises such as control of substances hazardous to health and infection control. The practice had a legionella management, testing and investigation policy however this was not specific to the practice. (Legionella is a term for a particular bacterium which can contaminate water systems in buildings). We also saw evidence of a legionella risk assessment that was carried out in 2014 but not all actions were being completed. For example the risk assessment stated that rarely used water outlets should be flushed twice weekly but the practice records showed that this was only done once per week.

- Arrangements were in place for planning and monitoring the number of staff and mix of staff needed to meet patients' needs. There was a rota system in place for all the different staffing groups to ensure enough staff were on duty. The practice and staff we spoke with told us that there were staff shortages in GPs and nurses. The practice had been using long term locum GPs and nurses and told us that they were in the process of recruiting both GPs and nurses.

Arrangements to deal with emergencies and major incidents

The practice had adequate arrangements in place to respond to emergencies and major incidents.

- There was an instant messaging system on the computers in all the consultation and treatment rooms which alerted staff to any emergency.
- All staff received annual basic life support training and there were emergency medicines available in the treatment room.
- The practice had a defibrillator available on the premises and oxygen with adult and children's masks. A first aid kit and accident book were available.
- Emergency medicines were easily accessible to staff in a secure area of the practice and all staff knew of their

Are services safe?

location. All the medicines we checked were in date and stored securely. The practice also had a robust system in place for stocking doctors' bags with medicines and checking that they were appropriate and in date.

- The practice had a comprehensive business continuity plan in place for major incidents such as power failure or building damage. The plan included emergency contact numbers for staff.

Are services effective?

(for example, treatment is effective)

Our findings

Effective needs assessment

The practice assessed needs and delivered care in line with relevant and current evidence based guidance and standards, including National Institute for Health and Care Excellence (NICE) best practice guidelines.

- The practice had systems in place to keep all clinical staff up to date. Staff had access to guidelines from NICE and used this information to deliver care and treatment that met patients' needs.
- The practice monitored that these guidelines were followed through risk assessments and audits and random sample checks of patient records.

Management, monitoring and improving outcomes for people

The practice used the information collected for the Quality and Outcomes Framework (QOF) and performance against national screening programmes to monitor outcomes for patients. (QOF is a system intended to improve the quality of general practice and reward good practice). The most recent published results were 96% of the total number of points available, with 10% exception reporting. (Exception reporting is the removal of patients from QOF calculations where, for example, the patients are unable to attend a review meeting or certain medicines cannot be prescribed because of side effects).

This practice was not an outlier for any QOF (or other national) clinical targets. Data from 2014/2015 showed:

- Performance for diabetic indicators was comparable with or above national and clinical commissioning group (CCG) averages. For example the percentage of patients with diabetes, on the register, in whom the last IFCC-HbA1c was 75 mmol/mol or less in the preceding 12 months was 92% compared to the national average 87% and CCG average 89%.
- Performance for mental health related indicators, for example 95% of patients diagnosed with dementia had had their care reviewed in a face to face meeting in the last 12 months, which is better than the national average of 84%. 92% of patients with schizophrenia, bipolar affective disorder and other psychoses had had

a comprehensive care plan documented in the record, in the preceding 12 months, agreed between individuals, their family and/or carers as appropriate compared to a national average 88%.

There was evidence of quality improvement including clinical audit.

- The practice showed us evidence of two completed clinical audits in the last two years, where the improvements made were implemented and monitored.
- The practice participated in local audits, national benchmarking, accreditation, peer review and research.
- Findings were used by the practice to improve services. For example, recent action taken as a result included a change to the approach used by GPs when antibiotics were prescribed which ensured that they were prescribed in line with best practice guidelines.

Information about patients' outcomes was used to make improvements such as: an audit undertaken in conjunction with the CCG dietician led to a change in the way nutritional supplements are prescribed to residential home patients.

Effective staffing

Staff had the skills, knowledge and experience to deliver effective care and treatment.

- The practice had an induction programme for all newly appointed staff. This covered such topics as safeguarding, infection prevention and control, fire safety, health and safety and confidentiality.
- The practice could demonstrate how they ensured role-specific training and updating for relevant staff. For example, for those reviewing patients with long-term conditions we saw evidence that nurses had completed refresher training.
- Staff administering vaccines and taking samples for the cervical screening programme had received specific training which had included an assessment of competence. Staff who administered vaccines could demonstrate how they stayed up to date with changes to the immunisation programmes, for example by access to on line resources and discussion at practice meetings.
- The learning needs of staff were identified through a system of appraisals, meetings and reviews of practice development needs. Staff had access to appropriate

Are services effective?

(for example, treatment is effective)

training to meet their learning needs and to cover the scope of their work. This included ongoing support, one-to-one meetings, coaching and mentoring, clinical supervision and facilitation and support for revalidating GPs. Not all staff had received an appraisal within the last 12 months, some staff had not had an appraisal for more than two years and the practice did not have a schedule in place for appraisals.

- Staff received training that included: safeguarding, fire safety awareness, basic life support and information governance. Staff had access to and made use of e-learning training modules and in-house training.

Coordinating patient care and information sharing

The information needed to plan and deliver care and treatment was available to relevant staff in a timely and accessible way through the practice's patient record system and their intranet system.

- This included care and risk assessments, care plans, medical records and investigation and test results.
- The practice shared relevant information with other services in a timely way, for example when referring patients to other services.

Staff worked together and with other health and social care professionals to understand and meet the range and complexity of patients' needs and to assess and plan ongoing care and treatment. This included when patients moved between services, including when they were referred, or after they were discharged from hospital. Meetings took place with other health care professionals on a monthly basis when care plans were routinely reviewed and updated for patients with complex needs.

Consent to care and treatment

Staff sought patients' consent to care and treatment in line with legislation and guidance.

- Staff understood the relevant consent and decision-making requirements of legislation and guidance, including the Mental Capacity Act 2005.
- When providing care and treatment for children and young people, staff carried out assessments of capacity to consent in line with relevant guidance.

- Where a patient's mental capacity to consent to care or treatment was unclear the GP or practice nurse assessed the patient's capacity and, recorded the outcome of the assessment.
- The process for seeking consent was monitored through patient records audits.

Supporting patients to live healthier lives

The practice identified patients who may be in need of extra support. For example:

- Patients receiving end of life care, carers, those at risk of developing a long-term condition and those requiring advice on their diet, smoking and alcohol cessation. Patients were signposted to the relevant service.
- A dietician was available on the premises and smoking cessation advice was available from a local support group.

The practice's uptake for the cervical screening programme was 80%, which was comparable to the CCG average of 82% and the national average of 82%. There was a policy to offer telephone reminders for patients who did not attend for their cervical screening test. The practice also encouraged its patients to attend national screening programmes for bowel and breast cancer screening. There were systems in place to ensure results were received for all samples sent for the cervical screening programme and the practice followed up women who were referred as a result of abnormal results.

Childhood immunisation rates for the vaccines given were above target levels. For example, the childhood immunisation rate for the vaccines given to under two year olds was 96% and five year olds 93%. This data was based on information provided by the practice which had not been externally verified. There was no externally verified information available.

Patients had access to appropriate health assessments and checks. These included health checks for new patients and NHS health checks for patients aged 40–74. Appropriate follow-ups for the outcomes of health assessments and checks were made, where abnormalities or risk factors were identified.

Are services caring?

Our findings

Kindness, dignity, respect and compassion

We observed members of staff were courteous and very helpful to patients and treated them with dignity and respect.

- Curtains were provided in consulting rooms to maintain patients' privacy and dignity during examinations, investigations and treatments.
- We noted that consultation and treatment room doors were closed during consultations; conversations taking place in these rooms could not be overheard.
- Reception staff knew when patients wanted to discuss sensitive issues or appeared distressed they could offer them a private room to discuss their needs.

All of the three patient Care Quality Commission comment cards we received were positive about the service experienced. Comment cards highlighted that patients said they felt the practice offered an excellent service and staff were helpful, caring and treated them with dignity and respect.

Results from the national GP patient survey showed patients felt they were treated with compassion, dignity and respect. The practice was mostly in line with local and national averages for most of its satisfaction scores on consultations with GPs and nurses. For example:

- 91% of patients said the GP was good at listening to them compared to the Clinical Commissioning Group (CCG) average of 93% and national average of 89%.
- 89% of patients said the GP gave them enough time (CCG average 90% and national average 87%).
- 96% of patients said they had confidence and trust in the last GP they saw (CCG average 97% and national average 95%).
- 84% of patients said the last GP they spoke to was good at treating them with care and concern which was lower than the CCG average 90% and national average 85%.
- 96% of patients said the last nurse they spoke to was good at treating them with care and concern (CCG average 93% and national average 91%).
- 84% of patients said they found the receptionists at the practice helpful (CCG average 89% and national average 87%).

Care planning and involvement in decisions about care and treatment

Patients told us they felt involved in decision making about the care and treatment they received. They also told us they felt listened to and supported by staff and had sufficient time during consultations to make an informed decision about the choice of treatment available to them. Patient feedback from the comment cards we received was also positive and aligned with these views. We also saw that care plans were personalised.

Results from the national GP patient survey showed patients responded positively to questions about their involvement in planning and making decisions about their care and treatment. Results were in line with local and national averages. For example:

- 90% of patients said the last GP they saw was good at explaining tests and treatments compared to the Clinical Commissioning Group (CCG) average of 91% and national average of 86%.
- 87% said the last GP they saw was good at involving them in decisions about their care (CCG average 88% and national average 82%).
- 89% said the last nurse they saw was good at involving them in decisions about their care (CCG average 87% and national average 85%).

The practice provided facilities to help patients be involved in decisions about their care:

- Staff told us that translation services were available for patients who did not have English as a first language. We saw notices in the reception areas informing patients this service was available.
- Information leaflets were available in easy read format.

Patient and carer support to cope emotionally with care and treatment

Patient information leaflets and notices were available in the patient waiting area which told patients how to access a number of support groups and organisations. Information about support groups was also available on the practice website.

The practice's computer system alerted GPs if a patient was also a carer. The practice had identified 360 patients as carers (1.5% of the practice list). Written information was available to direct carers to the various avenues of support available to them.

Are services caring?

Staff told us that if families had suffered bereavement, their usual GP contacted them or sent them a sympathy card. This call was either followed by a patient consultation at a flexible time and location to meet the family's needs and/or by giving them advice on how to find a support service.

Are services responsive to people's needs?

(for example, to feedback?)

Our findings

Responding to and meeting people's needs

- The practice reviewed the needs of its local population and engaged with the NHS England Area Team and clinical commissioning group (CCG) to secure improvements to services where these were identified. For example the practice worked in conjunction with another local practice to provide a pilot community gynaecology service which includes on site ultrasound scanning. This service is available to patients across the clinical commissioning group and has improved access for patients as they can be seen at one of the community locations instead of the hospital. The pilot consists of a team of GPs, including a partner from the Guildowns Group Practice with a special interest and experience in gynaecology who work alongside consultant gynaecologist in order to provide the best care to patients.
- The practice offered extended hours GP appointments from 6.30pm to 7.30pm on Monday evening; 7.30am to 8.30am on Thursday morning and 9am to 11.30am every Saturday morning for patients who could not attend during normal opening hours.
- There were longer appointments available for patients with a learning disability.
- Home visits were available for older patients and patients who had clinical needs which resulted in difficulty attending the practice.
- Same day appointments were available for children and those patients with medical problems that require same day consultation.
- Patients were able to receive travel vaccinations available on the NHS as well as those only available privately/were referred to other clinics for vaccines available privately.
- There were disabled facilities and translation services available and staff we spoke with knew how to access these. There was no hearing loop available.

Access to the service

The practice was open between 8am and 6.30pm Monday to Friday. Appointments were from 8am to 11.30am every morning and 3.30pm to 6pm daily. Extended surgery hours were offered at the following times: GP appointments from 6.30pm to 7.30pm on Monday evening, 7.30am to 8am on

Thursday morning and every Saturday morning 9am to 11.30am. The practice also offered extended surgery hours for phlebotomy 7.30am to 8.30am Monday, Wednesday and Thursday mornings and nurse appointments 7.30am to 8.30am Thursday morning and every Saturday morning 9am to 11.30am. In addition to pre-bookable appointments that could be booked up to six weeks in advance, urgent appointments were also available for patients that needed them, although these might be offered at any of the practices four locations.

Results from the national GP patient survey showed that patient's satisfaction with how they could access care and treatment was worse than local and national averages.

- 65% of patients were satisfied with the practice's opening hours compared to the clinical commissioning group (CCG) average of 72% and national average of 75%.
- 62% of patients said they could get through easily to the surgery by phone (CCG average 79% and national average 73%).

The practice told us that they were aware of the difficulties patients experienced with the telephone system and had recently added two extra telephone lines. However it was too early to determine whether this would resolve the issue.

People told us on the day of the inspection that they were able to get appointments when they needed them.

The practice had a system in place to assess:

- whether a home visit was clinically necessary; and
- the urgency of the need for medical attention.

The home visits were allocated by the duty doctors to the doctor who knew the patient best or if they were not available the duty doctor would visit. The group had two duty doctors in order to cover the large practice area. In cases where the urgency of need was so great that it would be inappropriate for the patient to wait for a GP home visit, alternative emergency care arrangements were made. Clinical and non-clinical staff were aware of their responsibilities when managing requests for home visits.

Listening and learning from concerns and complaints

The practice had a policy for handling complaints and concerns but this was not always followed.

Are services responsive to people's needs?

(for example, to feedback?)

- Its complaints policy and procedures were in line with recognised guidance and contractual obligations for GPs in England.
- There was a designated responsible person who handled all complaints in the practice however we saw that in practice there was no clear accountability for individual complaints.
- There was no clear system in place to ensure that patients received a response from the practice.
- We saw that information was available to help patients understand the complaints system.

We looked at 24 complaints received in the last 12 months and found that in a number of cases there was no evidence available to show that these were satisfactorily handled in a timely way. In the examples where we could see evidence we found that there was openness and transparency in dealing with the complaint. Lessons were learnt from individual concerns and complaints and also from analysis of trends and action was taken to as a result to improve the quality of care. For example, following a complaint the clinical indicators for urgent referral for some types of cancer were reviewed and GPs knowledge refreshed.

Are services well-led?

Requires improvement 

(for example, are they well-managed and do senior leaders listen, learn and take appropriate action)

Our findings

Vision and strategy

The practice had a vision to deliver high quality care and promote good outcomes for patients.

- The practice had a mission statement but not all staff were aware of this. The staff understood the practice values.
- The practice had a robust strategy and supporting business plans which reflected the vision and values and were regularly monitored.

Governance arrangements

The practice had an overarching governance framework which supported the delivery of the strategy and good quality care. This outlined the structures and procedures in place and ensured that:

- There was a clear staffing structure and that staff were aware of their own roles and responsibilities.
- Practice policies were implemented, but not all were practice specific and some were overdue reviews. Policies were available to all staff but not all staff knew how to access them. The policies were available on the computer system but staff told us their location or the way they accessed them had recently changed and they were unsure how to find them.
- A comprehensive understanding of the performance of the practice was maintained.
- A programme of clinical and internal audit was used to monitor quality and to make improvements.
- There were arrangements for identifying, recording and managing risks and issues, however there was no clear system for implementing mitigating actions. Risks to patients were assessed and managed, with the exception of those relating to recruitment checks, staff training, fire and legionella risk assessments.

Leadership and culture

On the day of inspection the partners in the practice told us they prioritised safe, high quality and compassionate care. Staff told us that the doctors were approachable and took the time to listen to members of staff but that some of the management team were not approachable and did not listen to staff.

The provider was aware of and had systems in place to ensure compliance with the requirements of the duty of candour. (The duty of candour is a set of specific legal requirements that providers of services must follow when things go wrong with care and treatment). This included support training for all staff on communicating with patients about notifiable safety incidents. The partners encouraged a culture of openness and honesty. The practice had systems in place to ensure that when things went wrong with care and treatment:

- The practice gave affected people reasonable support, truthful information and a verbal and written apology
- The practice kept written records of verbal interactions as well as written correspondence.

There was a clear leadership structure in place and staff felt supported by the partners but not always by management.

- Staff told us the practice held regular team meetings and we saw evidence to support this.
- Clinical staff had a 20 minute open meeting between morning surgeries, where they could discuss queries.
- Staff told us there was an open culture within the practice and they had the opportunity to raise any issues at team meetings but did not always feel confident and supported in doing so. We noted team away days were held occasionally.
- Staff said they felt respected, valued and supported, by the partners in the practice. All staff were involved in discussions about how to run and develop the practice, and the partners encouraged all members of staff to identify opportunities to improve the service delivered by the practice.

Seeking and acting on feedback from patients, the public and staff

The practice encouraged and valued feedback from patients, the public and staff. It proactively sought patients' feedback and engaged patients in the delivery of the service.

- There was little engagement with patients, for example the practice had not responded to patient comments on NHS choices within the last six months and the patient response rate to the national GP patient survey was low at only 24%. The practice did not have an active patient participation group (PPG) and the last contact was approximately a year ago. The practice told us that they had recently refreshed the practice website to try and

Are services well-led?

Requires improvement 

(for example, are they well-managed and do senior leaders listen, learn and take appropriate action)

recruit new PPG members and had identified six potential members. We noted that at the time of our inspection the website still directed patients to contact a member of staff who had left the practice in summer 2015.

- The practice had gathered feedback from staff through occasional staff away days and generally through staff meetings, appraisals and discussion. Ideas from staff were evaluated by the partners and then put in place if appropriate, for example staff suggested that the practice should use individual sachets of lubricant jelly rather than general tubes, this was supported by the partners and put in place.

- Some staff told us they were reluctant to give feedback and discuss any concerns or issues with the management team.

Continuous improvement

There was a focus on continuous learning and improvement at all levels within the practice. The practice team was forward thinking and part of local pilot schemes to improve outcomes for patients in the area. For example the practice was one of two practices providing the Guildford and Waverley Community Gynaecology service which improved access for patients which gynaecology needs.

This section is primarily information for the provider

Requirement notices

Action we have told the provider to take

The table below shows the legal requirements that were not being met. The provider must send CQC a report that says what action they are going to take to meet these requirements.

Regulated activity	Regulation
Diagnostic and screening procedures Family planning services Maternity and midwifery services Surgical procedures Treatment of disease, disorder or injury	<p>Regulation 12 HSCA (RA) Regulations 2014 Safe care and treatment</p> <p>The practice was unable to demonstrate that it had done all that was reasonably practicable to assess, monitor, manage and mitigate risks to the health and safety of service users.</p> <p>The practice could not provide evidence that it was acting on the risks that were identified in fire and legionella risk assessments. We found the practice was unable to provide evidence that recent fire drills had taken place.</p> <p>We found that the practice was not storing blank prescription forms securely.</p> <p>We found that the practice was unable to provide evidence that training was sufficient for all GPs and staff, for example safeguarding children and infection control.</p> <p>We found that the practice was unable to provide evidence for all GPs and staff of Disclosure and Barring Service checks or risk assessments to demonstrate that staff did not need checks.</p> <p>We found that the practice was unable to demonstrate that all clinical equipment had been calibrated for use or that all portable electrical equipment had been either tested for electrical safety or visually inspected.</p> <p>This was in breach of regulation 12(1) (2) of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.</p>
Diagnostic and screening procedures Family planning services Maternity and midwifery services	<p>Regulation 16 HSCA (RA) Regulations 2014 Receiving and acting on complaints</p>

This section is primarily information for the provider

Requirement notices

Surgical procedures

Transport services, triage and medical advice provided remotely

The practice did not demonstrate or provide evidence that all complaints were investigated thoroughly in a timely manner and learning disseminated to appropriate staff.

This was in breach of regulation 16(1) of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

Regulated activity

Regulation

Diagnostic and screening procedures

Family planning services

Maternity and midwifery services

Surgical procedures

Treatment of disease, disorder or injury

Regulation 17 HSCA (RA) Regulations 2014 Good governance

We found the practice could not demonstrate that a robust system is in place to ensure all significant events were recorded and investigated and learning disseminated to appropriate staff.

We also found that the practice was not following its own policies regarding recruitment checks.

We found the practice could not demonstrate that policies used were up to date or specific to the practice or location.

The registered provider was unable to demonstrate that it had a patient participation group.

This was in breach of Regulation 17(1) & (2) Health and Social Care Act 2008(Regulated Activities) Regulations 2014

Regulated activity

Regulation

Diagnostic and screening procedures

Family planning services

Maternity and midwifery services

Surgical procedures

Treatment of disease, disorder or injury

Regulation 18 HSCA (RA) Regulations 2014 Staffing

We found the practice could not demonstrate that all staff were appropriately supported or had annual appraisals.

This was in breach of Regulation 18 (2) Health and Social Care Act 2008(Regulated Activities) Regulations 2014