

Somerset Gardens Family Health Care Centre

Quality Report

4 Creighton Road
Tottenham
London
N17 8NW

Tel: 02082756410

Website: www.somersetgardensfhcc.co.uk

Date of inspection visit: 7 January 2015

Date of publication: 30/04/2015

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	Good	
Are services safe?	Good	
Are services effective?	Good	
Are services caring?	Good	
Are services responsive to people's needs?	Good	
Are services well-led?	Good	

Summary of findings

Contents

Summary of this inspection

	Page
Overall summary	2
The five questions we ask and what we found	3
The six population groups and what we found	5
What people who use the service say	7

Detailed findings from this inspection

Our inspection team	8
Background to Somerset Gardens Family Health Care Centre	8
Why we carried out this inspection	8
How we carried out this inspection	8
Detailed findings	10

Overall summary

Letter from the Chief Inspector of General Practice

We carried out an announced comprehensive inspection at Somerset Gardens Family Health Care Centre on 7 January 2015. Overall the practice is rated as good.

Specifically, we found the practice to be good for providing safe, well-led, effective, caring and responsive services. It was also good for providing services for all the population groups including older people; people with long term conditions; mothers, babies, children and young people; the working age populations and those recently retired; people in vulnerable circumstances and people experiencing poor mental health.

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

- Staff understood and fulfilled their responsibilities to raise concerns, and to report incidents and near misses. Information about safety was recorded, monitored, appropriately reviewed and addressed.

- Risks to patients were assessed and well managed.
- Patients' needs were assessed and care was planned and delivered following best practice guidance. Staff had received training appropriate to their roles and any further training needs had been identified and planned.
- Patients said they were treated with compassion, dignity and respect and they were involved in their care and decisions about their treatment.
- Information about services and how to complain was available and easy to understand.
- The practice had good facilities and was well equipped to treat patients and meet their needs.
- There was a clear leadership structure and staff felt supported by management. The practice proactively sought feedback from staff and patients, which it acted on.

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 good for providing safe services. Staff understood and fulfilled their responsibilities to raise concerns, and report incidents and near misses. All staff had undertaken role specific adult and child safeguarding training. Lessons were learned and communicated widely to support improvement. Information about safety was recorded, monitored, appropriately reviewed and addressed. Risks to patients were assessed and well managed. There were enough staff to keep people safe.

Good



Are services effective?

The practice is rated as good for providing effective services. Data showed patient outcomes were at or above average for the locality. National Institute for Health and Care Excellence (NICE) guidance was referenced by clinical staff and used routinely. People's needs were assessed and care was planned and delivered in line with current legislation. This included assessment of mental capacity and the promotion of good health. Staff had received training appropriate to their roles and further training needs have been identified and planned. The practice had completed appraisals and personal development plans for all staff. There was evidence of multidisciplinary working with other health and social care professionals.

Good



Are services caring?

The practice is rated as good for providing caring services. Data showed patients rated the practice higher than others for several aspects of care. Patients we spoke with on the day of the visit said they were treated with compassion, dignity and respect and they were involved in care and treatment decisions. Accessible information was provided to help patients understand the care available to them. We also saw that staff treated patients with kindness and respect ensuring confidentiality was maintained.

Good



Are services responsive to people's needs?

The practice is rated as good for providing responsive services. The practice reviewed the needs of their local population and engaged with their NHS England Local Area Team and Clinical Commissioning Group (CCG) to secure service improvements where these were identified. Patients reported good access to the practice, having a named GP for those with long term conditions and continuity of care, with urgent appointments available the same day. The practice had good facilities and was well equipped to treat patients and

Good



Summary of findings

meet their needs. There was an accessible complaints system with evidence demonstrating that the practice responded quickly to issues raised. There was evidence of shared learning from complaints with staff and other stakeholders.

Are services well-led?

The practice is rated as good for well-led. The practice had a clear vision, and a strategy to deliver it. Staff were clear about the vision and their responsibilities in relation to this. There was a clear leadership structure and staff felt supported by management. The practice had a number of policies and procedures to govern activity and regular governance meetings had taken place. There were systems in place to monitor and improve quality and identify risk. The practice proactively sought feedback from staff and patients and this had been acted upon. The practice had an active patient participation group (PPG). Staff had received inductions, regular performance reviews and attended staff meetings and events.

Good



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 is rated as good for the care of older people. The practice offered proactive, personalised care to meet the needs of the older people in its population and had a range of enhanced services, for example in dementia and end of life care. The practice was responsive to the needs of older people, including offering home visits and rapid access appointments for those with enhanced needs and home visits.

Good



People with long term conditions

The practice is rated as good for the population group of people with long term conditions. Emergency processes were in place and referrals made for patients in this group that had a sudden deterioration in health. When needed longer appointments and home visits were available. All these patients had a named GP and structured annual reviews to check their health and medication needs were being met. For those people with the most complex needs the named GP worked with relevant health and care professionals to deliver a multidisciplinary package of care.

Good



Families, children and young people

The practice is rated as good for the population group of families, children and young people. Systems were in place for identifying and following-up children living in disadvantaged circumstances and who were at risk, such as those, who had a high number of A&E attendances. Patients told us and we saw evidence that children and young people were treated in an age appropriate way and recognised as individuals. Appointments were available outside of school hours and the premises were suitable for children and babies. There were baby change facilities, space for prams and buggies and a play area. We were provided with good examples of joint working with midwives, health visitors and school nurses. Emergency processes were in place and urgent referrals made for children and pregnant women who had a sudden deterioration in health.

Good



Working age people (including those recently retired and students)

The practice is rated as good for the population group of the working-age people (including those recently retired and students). The needs of the working age population, those recently retired and students had been identified and the practice had adjusted the

Good



Summary of findings

services it offered to ensure these were accessible, flexible and offer continuity of care. The practice was proactive in offering online services as well as a full range of health promotion and screening which reflects the needs for this age group.

People whose circumstances may make them vulnerable

The practice is rated as good for the population group of people whose circumstances may make them vulnerable. The practice regularly worked with multi-disciplinary teams in the case management of vulnerable people. The practice had sign-posted vulnerable patients to various support groups and third sector 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 and out of hours. All patients on the practice list identified as having learning difficulties had received an annual health check in the 2013/14 time period.

Good



People experiencing poor mental health (including people with dementia)

The practice is rated as good for the population group of people experiencing poor mental health (including people with dementia). All patients on the practice list identified as having poor mental health had received an annual physical health check in the 2013/2014 time period. The practice regularly worked with multi-disciplinary teams in the case management of people experiencing poor mental health including those with dementia. The practice had advance care planning in place for patients with dementia.

The practice had signposted patients experiencing poor mental health to various support groups and third sector organisations including MIND and SANE. The practice had a system in place to follow up on patients who had attended accident and emergency for urgent care and where there may have been underlying mental health needs. Staff had received training on how to care for people with mental health needs and dementia.

Good



Summary of findings

What people who use the service say

We spoke with 10 patients during our inspection and received 24 completed comments cards.

Patients reported being happy with the care and treatment they received. All patients we spoke with were complimentary on the attitudes of all staff and reported feeling well cared for and respected.

Patients reported being happy with the appointments system which they felt suited their needs.

We looked at patient feedback from the NHS choices website in the year before our inspection. Two out of

three patients described their experience of using the practice as “good”. They described the process requesting appointments as good and felt that their needs were well looked after.

The results of the national GP patient survey 2014 showed the practice scored the same as the national average for respondents who rated their GP surgery as ‘good’ or ‘very good’ and in the top range for the proportion of patients who would recommend their GP practice.

Somerset Gardens Family Health Care Centre

Detailed findings

Our inspection team

Our inspection team was led by:

Our inspection team was led by a CQC Lead Inspector and a GP specialist adviser.

Background to Somerset Gardens Family Health Care Centre

The Somerset Gardens Family Health Care Centre is based in the London Borough of Hackney. The practice provides primary care services to around 13,000 patients.

The practice is registered with the Care Quality Commission (CQC) to provide the regulated activities of: diagnostics and screening procedures; family planning; maternity and midwifery services; and treatment of disease, disorder or injury.

The practice is located in an area of high deprivation where the life expectancy for men and women is 76 years and 82 years respectively, which is in line with the national average. The practice serves a culturally diverse population, including a large proportion of British, African, Caribbean and White Other and a small number of Indian and Chinese patients. According to the practice they have a high number of young students from abroad and a very mobile population.

The practice is located in a purpose built building. The practice has six senior partners with a mixture of male and

female. There are two salaried GPs and two GP registrars. The practice employs three practice nurses and three healthcare assistants, five administrative staff and the practice manager.

The practice holds a Personal Medical Services (PMS) contract for the delivery of general medical services. Personal Medical Services (PMS) agreements are locally agreed contracts between NHS England and a GP practice. PMS contracts offer local flexibility compared to the nationally negotiated General Medical Services (GMS) contracts by offering variation in the range of services which may be provided by the practice, the financial arrangements for those services and the provider structure (who can hold a contract).

Appointments were available from 08:00 am to 18:30 pm on weekdays. Extended hours were offered on Mondays until 19:30 pm. The practice also offered early morning appointments Tuesdays to Fridays 07:00 to 08:00am.

The practice has opted out of providing out-of-hours services to their own patients. A local out of hours service, 111, is used to cover emergencies.

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. This inspection was planned to check whether the provider is meeting the legal

Detailed findings

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.

This provider had not been inspected before and that was why we included them.

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.

How we carried out this inspection

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 are provided for specific groups of people and what good care looks 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)

Before visiting, we reviewed a range of information we hold about the practice and asked other organisations such as Healthwatch, NHS England and the Clinical Commissioning Group (CCG) to share with us what they knew. We did not have any data relating to this practice from our intelligence monitoring. We carried out an announced visit on 7 January 2015. During our visit we spoke with a range of staff including GPs, practice manager, practice nurse and administrative staff, and spoke with patients who used the service. We observed how people were being cared for and talked with carers and/or family members. We received 24 completed patient comments cards.

Are services safe?

Our findings

Safe track record

The practice used a range of information to identify risks and improve quality in relation to patient safety. These included for example, reported incidents, national patient safety alerts as well as comments and complaints received from patients. Staff we spoke with were aware of their responsibilities to raise concerns, and how to report incidents and near misses. The practice shared an example of an incident where patients with very similar names had their records mismatched resulting in the wrong letters and problem codes being entered into the wrong notes. We followed through this incident and noted that the practice had implemented changes to avoid re-occurrence.

We reviewed the safety records, incident reports and minutes of meetings for the last year where these were discussed. We saw that the practice had managed these consistently over time and evidenced a safe track record over the long term.

Learning and improvement from safety incidents

Records were maintained of significant events that had occurred during the last 12 months and these were made available to us. A slot for significant events was on the practice monthly meeting agenda and a dedicated meeting was held every month to review actions from past significant events and complaints. Examples included patients who had been in secondary care and needed repeat prescriptions for steroid eye care. However this information had not been communicated to the practice and they experienced difficulties obtaining this information. It was later discovered that the patient required the steroid long term. Following this the practice began reviewing all patients on steroid eye drops and they sent a standard letter to the eye clinic to establish better communication. There was evidence that appropriate learning had taken place and that the findings were shared with relevant staff.

Staff including receptionists, administrators and nursing staff were aware of the system for raising issues to be considered at practice meetings and felt encouraged to do so. All staff we spoke with told us that incidents were reported to the practice manager as soon as possible and a written account of the incident was recorded in the incident record book by the appropriate staff. Examples of

incidents that we noted included administrative errors when entering new patients on the systems. The practice continually audited administrative records to ensure all patient details were correct.

National patient safety alerts were disseminated by the practice manager to practice staff. A dedicated GP was also nominated, who advised of the required actions following any such alerts. Staff we spoke with were able to give examples of recent alerts relevant to the care they were responsible for. Examples included the national withdrawal of a certain medicines. The alerts were passed onto the nominated GP. The GP was able to identify patients who were affected and follow up appointments were booked.

Reliable safety systems and processes including safeguarding

The practice had systems to manage and review risks to vulnerable children, young people and adults including policies on safeguarding children and adults. Practice training records made available to us showed that all staff had received relevant role specific training on safeguarding. All GPs at the practice had received Level 3 child protection training. The practice nurses had received Level 2 child protection training and reception and administration staff had all received Level 1 training.

All staff we spoke with knew how to recognise signs of abuse in older people, vulnerable adults and children. They were also aware of their responsibilities regarding information sharing, documentation of safeguarding concerns and how to contact the relevant agencies in and out of hours. We noted that the contact details were easily accessible.

The practice had dedicated GPs appointed as leads in safeguarding vulnerable adults and children who had been trained and could demonstrate they had the necessary competencies to enable them to fulfil this role. All staff we spoke with were aware who these leads were and who to speak with in the practice if they had a safeguarding concern.

The practice had also nominated a health care assistant who worked closely with the named GP for child safeguarding. The practice had recognised that they had a huge number of children living in the boroughs of Hackney

Are services safe?

as well as Enfield. To minimise the risk of not attending to any children, the health care assistant worked closely with health visitors from both boroughs to communicate vital information.

There was a system to highlight vulnerable patients on the practice's electronic records. This included information so staff were aware of any relevant issues when patients attended appointments such as those for Looked After Children (LAC) who required additional monitoring.

A chaperone policy was in place and on display on the waiting room noticeboard and in consulting rooms. (A chaperone is a person who acts as a safeguard and witness for a patient and health care professionals during a medical examination or procedure). Chaperone training had been undertaken by all nursing staff, including health care assistants. All receptionists had also undertaken training and took part in chaperoning duties. They understood their responsibilities when acting as chaperones including where to stand to be able to observe the examination. All staff had been DBS checked.

Patients' individual records were written and managed in a way to help ensure safety. Records were kept on an electronic system which collated all communications about the patient including scanned copies of communications from hospitals. We saw evidence that audits had been carried out to assess the completeness of these records and that action had been taken to address any shortcomings identified.

Medicines management

We checked medicines stored in the treatment rooms and medicine refrigerators and found they were stored securely and were only accessible to authorised staff. There was a clear policy for ensuring medicines were kept at the required temperatures, which described the action to take in the event of any potential failures. The policy was being followed by the practice staff, who were able to confirm to us the actions they would take to address any failures to maintain medicines at the right temperatures. We saw records that confirmed the fridge temperatures were checked and recorded. All recordings for the past six months were within the required range.

Systems were in place to check medicines were within their expiry date and suitable for use. A check list was available

and the practice nurse used this to ensure all checks were accurate. All the medicines we checked were within their expiry dates. Expired and unwanted medicines were disposed of in line with waste regulations.

Vaccines were administered by nurses using current directives that had been produced in line with legal requirements and national guidance. We saw a copy of directives from the Clinical Commissioning Group (CCG) and evidence that nurses had received appropriate training to administer vaccines. All vaccination batch numbers were recorded in the patient records to ensure that if an alert was raised on the vaccine they could easily identify patients who had been affected.

The practice had in place a protocol for repeat prescribing which was in line with national guidance. Patients could request repeat prescriptions online and in writing. All prescriptions were reviewed and signed by a GP before they were given to the patient. Blank prescription forms were handled in accordance with national guidance; they were tracked through the practice and kept securely at all times.

Cleanliness and infection control

We observed the premises to be clean and tidy. We saw there were cleaning schedules in place and cleaning records were kept. Patients we spoke with told us they always found the practice clean and had no concerns about cleanliness or infection control.

The practice had a GP lead for infection control who had undertaken further training to enable them to provide advice on the practice infection control policy and carry out staff training. All staff received induction training about infection control specific to their role and there after annual updates. We saw evidence the lead for infection control had carried out audits for each of the last three years and that any improvements identified for action were completed on time.

An infection control policy and supporting procedures were available for staff to refer to, which enabled them to plan and implement control of infection measures. For example, personal protective equipment including disposable gloves, aprons and coverings were available for staff to use. Hand hygiene techniques signage was displayed in staff and patient toilets. Hand washing sinks with hand soap, hand gel and hand towel dispensers were available in treatment rooms.

Are services safe?

The practice had a policy for the management, testing and investigation of Legionella (a germ found in the environment which can contaminate water systems in buildings). We saw records that confirmed the practice had carried out a check in the last 12 months.

Equipment

Staff we spoke with told us they had sufficient equipment to enable them to carry out diagnostic examinations, assessments and treatments. They told us that all equipment was tested and maintained regularly and we saw equipment maintenance logs and other records that confirmed this. All portable electrical equipment was routinely tested and displayed stickers indicating the last testing date. A schedule of testing was in place. We saw records confirming that calibration of relevant equipment had been completed in October 2014.

Staffing and recruitment

The practice had a recruitment policy that set out the standards it followed when recruiting clinical and non-clinical staff. Records we looked at contained evidence that appropriate recruitment checks had been undertaken prior to employment. For example, proof of identification, references, qualifications, registration with the appropriate professional body and criminal records checks via the Disclosure and Barring Service.

Staff told us about the arrangements for planning and monitoring the number of staff and mix of staff needed to meet patients' needs. We saw there was a rota system in place for all the different staffing groups to ensure they were enough staff on duty. There was also an arrangement in place for members of staff, including nursing and administrative staff to cover each other's annual leave. Newly appointed staff had this expectation written in their contracts which we viewed.

Staff told us there were usually enough personnel to maintain the smooth running of the practice, and there were always enough staff on duty to ensure patients were kept safe. The practice manager showed us records to demonstrate that actual staffing levels and skill mix were in line with planned staffing requirements.

Monitoring safety and responding to risk

The practice had systems, processes and policies in place to manage and monitor risks to patients, staff and visitors to the practice. These included annual and monthly checks

of the building, the environment, medicines management, staffing, dealing with emergencies and equipment. The practice also had a health and safety policy. Health and safety information was displayed for staff to see and there was an identified health and safety representative.

Identified risks were included on a risk log. Each risk was assessed, rated and mitigating actions recorded to reduce and manage the risk. We saw that any risks identified were discussed at GP partners' meetings and within team meetings. For example, due to the Ebola pandemic the practice had identified that they had a high number of patients who might have travelled to areas affected. As a result they had risk assessed the situation and devised a contingency plan. All patients requesting appointments were triaged to check if they had recently travelled to and from the affected areas before an appointment was offered. This was to reduce the likelihood of an ill patient coming into the practice. A dedicated room had also been identified with a clear protocol for staff to follow if any patient suspected to have Ebola visited the practice.

Arrangements to deal with emergencies and major incidents

The practice had arrangements in place to manage emergencies. We saw records showing all staff had received training in basic life support. Emergency equipment was available including access to oxygen and an automated external defibrillator (a portable electronic device that analyses life threatening irregularities of the heart including ventricular fibrillation and is able to deliver an electrical shock to attempt to restore a normal heart rhythm.). All staff we asked knew the location of this equipment, and records we saw confirmed these were checked regularly.

Emergency medicines were available in a secure area of the practice and all staff knew of their location. These included those for the treatment of cardiac emergencies, anaphylaxis and hypoglycaemia. Processes were also in place to check emergency medicines were within their expiry date and suitable for use. All the medicines we checked were in date and fit for use.

A business continuity plan was in place to deal with a range of emergencies that may impact on the daily operation of the practice. Each risk was rated and mitigating actions recorded to reduce and manage the risk. Risks identified included power failure, adverse weather, unplanned sickness and access to the building. The document also

Are services safe?

contained relevant contact details for staff to refer to such as the, contact details of a heating company to contact in the event of failure of the heating system. The practice had also partnered with other practices in the local area to support each other in times of such event should there be the need.

A fire risk assessment had been undertaken that included actions required to maintain fire safety. We saw records that showed staff were up to date with fire training and that regular fire drills were undertaken.

Risks associated with service and staffing changes (both planned and unplanned) were noted on the practice risk log and possible action identified beforehand.

Are services effective?

(for example, treatment is effective)

Our findings

Effective needs assessment

The GPs reviewed incoming guidelines such as those from the National Institute for Health and Care Excellence (NICE) and peer-reviewed journals such as the British Medical Journal (BMJ). Information considered relevant was discussed in practice clinical meetings and by e-mails.

There was evidence of a good working relationship between the professionals to ensure information was cascaded suitably and adapted accordingly. We saw minutes of practice meetings where new guidelines were shared, the implications for the practice's performance and patients were discussed and required actions agreed. The staff we spoke with and evidence we reviewed confirmed these actions were aimed at ensuring that each patient was given support to achieve the best health outcome for them. We found from our discussions with the GPs and nurses that staff completed, in line with NICE guidelines, thorough assessments of patients' needs and these were reviewed when appropriate.

We found that GPs led in specialist clinical areas such as diabetes, heart disease and asthma and the practice nurses supported this work which allowed the practice to focus on specific conditions as identified such as high blood pressure. Clinical staff we spoke with were very open about asking for and providing colleagues with advice and support. For example, GPs told us they supported all staff to continually review and discuss new best practice guidelines for the management of respiratory disorders. Our review of the clinical meeting minutes confirmed this happened.

All GPs we spoke with used national standards for the referral of patients. Patients with suspected cancers were referred to the relevant specialist and seen within two weeks. We saw minutes from meetings where regular reviews of elective and urgent referrals were made, and that improvements to practise were shared with all clinical staff.

We saw no evidence of discrimination when making care and treatment decisions. Interviews with GPs showed that the culture in the practice was that patients were referred on need and that age, sex and race was not taken into account in this decision-making.

Management, monitoring and improving outcomes for people

The practice had systems in place to monitor and manage outcomes to help provide improved care. GPs and the practice manager were actively involved in ensuring important aspects of care delivery such as significant events recording, child protection alerts management, referrals and medicines management, were being undertaken suitably.

Medicines and repeat prescriptions were issued based on nationally accepted guidelines. The senior GP partner showed us data from the local CCG of the practice's performance for antibiotic prescribing, which was comparable to similar practices. The practice had also completed a review of case notes for patients with high blood pressure which showed all were on appropriate treatment and regular review. The practice used computerised tools to identify patients with complex needs who had multidisciplinary care plans documented in their case notes. We were shown the process the practice used to review patients recently discharged from hospital, which required them to be reviewed within two weeks by their GP according to need. The practice evidenced that they were meeting these targets.

Regular clinical meetings took place with multi-disciplinary attendance to ensure learning and to share information. There was evidence from review of care that patients with learning disabilities and those with mental health disorders received suitable care with an annual review of their health and care plan.

The practice had completed clinical audits. The practice had completed a full audit on anticoagulant use. The practice had identified that low molecular weight heparins were being used frequently for DVT and PTE prevention by hospitals. The practice had current data to suggest that New generation oral anticoagulants (NOAC) was a cost effective alternative therapy. The practice identified patients using heparins and prescribed NOAC instead. They found that NOAC was costing £3956 less and patients would have fewer reactions to it. The practice planned to re-audit in six months.

Effective staff

Practice staffing included medical, nursing, managerial and administrative staff. We reviewed staff training records and saw that all staff were up to date with attending mandatory

Are services effective?

(for example, treatment is effective)

courses such as annual basic life support, infection control and information governance. A good skill mix was noted amongst the doctors with some having diplomas in children's health and obstetric care. All GPs were up to date with their yearly continuing professional development requirements with revalidation in 2016 and 2017 respectively. (Only when revalidation has been confirmed by General Medical Council can the GP continue to practice and remain on the performers list with the NHS England. Every GP is appraised annually and every five years undertakes a fuller assessment called revalidation.).

All staff undertook annual appraisals which identified learning needs from which action plans were documented. Staff interviews confirmed that the practice was proactive in providing training and funding for relevant courses, such as travel vaccines, sexual health, asthma management and record keeping.

Practice nurses had defined duties they were expected to perform and were able to demonstrate they were trained to fulfil these duties. For example, they had received training in administration of vaccines, and in performing cervical cytology. Those with extended roles such as independent nurse prescribing were also able to demonstrate they had appropriate training to fulfil these roles.

Working with colleagues and other services

The practice worked with other service providers to meet people's needs and manage complex cases. Blood results, X ray results, letters from the local hospital including discharge summaries, and communications from the out of hours providers and the 111 service were received both electronically and by post. The practice had a policy outlining the responsibilities of all relevant staff in reading, passing on and actioning any issues arising from communications with other care providers on the day they were received. The GP seeing these documents and results was responsible for the action required. All staff we spoke with understood their roles and felt the system in place worked well. There were no instances within the last year of any results or discharge summaries which were not followed up appropriately.

The practice held monthly multidisciplinary team meetings to discuss the needs of complex patients such as those with end of life care needs or children on the at risk register. These meetings were attended by district nurses, social workers, palliative care nurses and decisions about care

planning were documented in a shared care record. Staff felt this system worked well and remarked on the usefulness of the meetings as a means of sharing important information.

Information sharing

The practice used several electronic systems to communicate with other providers. For example, there was a shared system with the local out of hours provider to enable patient data to be shared in a secure and timely manner. Electronic systems were also in place for making referrals. The practice used locally agreed pathways for all referrals.

For emergency patients, there was a practice policy of providing a printed copy of a summary record for the patient to take with them to A&E. The practice also had signed up to the electronic Summary Care Record and had plans to have this fully operational by 2015. (Summary Care Records provide healthcare staff treating patients in an emergency or out-of-hours with faster access to key clinical information).

The practice had systems in place to provide staff with the information they needed. An electronic patient record system was used by all staff to coordinate, document and manage patients' care. All staff were fully trained on the system, and commented positively about the system's safety and ease of use. This software enabled scanned paper communications, such as those from hospital, to be saved in the system for future reference.

Consent to care and treatment

We found that all clinical staff were aware of the requirements of the Mental Capacity Act 2005 and the Children's and Families Act 2014 and their duties in fulfilling it. All the clinical staff we spoke with understood the key parts of the legislation and were able to describe how they implemented it in their practice. For some specific scenarios where capacity was an issue, the practice had drawn up a policy to help staff, for example with making do not attempt resuscitation orders. This policy highlighted how patients should be supported to make their own decisions and how these should be documented in the medical notes.

Patients with learning disabilities and those with dementia were supported to make decisions through the use of care plans which they were involved in agreeing. These care

Are services effective?

(for example, treatment is effective)

plans were reviewed annually or more frequently if changes in clinical circumstances dictated it and had a section stating the patient's preferences for treatment and decisions. All clinical staff demonstrated a clear understanding of Gillick competencies. (Gillick competency test is used to help assess whether a child has the maturity to make their own decisions and to understand the implications of those decisions.)

Health Promotion & Prevention

The practice had met with the Public Health team from the Local Authority and the CCG to discuss the implications and share information about the needs of the practice population identified by the Joint Strategic Needs Assessment (JSNA). The JSNA pulls together information about the health and social care needs of the local area. This information was used to help focus health promotion activity.

It was practice policy to offer all new patients registering with the practice a health check with the practice nurse. The GP was informed of all health concerns detected and these were followed-up in a timely manner. We noted a culture amongst the GPs to use their contact with patients to help maintain or improve mental, physical health and wellbeing. For example, by offering opportunistic chlamydia screening to patients aged 18-25 and offering smoking cessation advice to smokers.

The practice had numerous ways of identifying patients who needed additional support, and were pro-active in

offering additional help. For example, the practice kept a register of all patients with learning disabilities and they were offered an annual physical health check. Practice records showed that all patients with learning disabilities had received a physical health check in the last 12 months.

The practice's performance for cervical smear uptake was 73% for the 2013 /2014 period which was better than other practices in the CCG with the average around 58%. There was a policy to offer telephone reminders for patients who did not attend for cervical smears and the practice audited patients who do not attend annually. There was a named nurse responsible for following-up patients who did not attend screening.

The practice offered a full range of immunisations for children, adults and travel, in line with current national guidance. The practice's performance on childhood immunisations was reported to be above average for the CCG, and again there was a clear policy for following up non-attenders by the named practice nurse and GPs.

The practice offered patients a variety of health promotion leaflets. The practice nurses ran a range of health promotion clinics, including child immunisations, travel information and vaccinations, chronic disease management for asthma, diabetes, epilepsy, and HIV. Due to the high prevalence of cardiovascular diseases and stroke in the local area, additional clinics were run by the nurses to manage these conditions.

Are services caring?

Our findings

Respect, dignity, compassion and empathy

The results of the national GP patient survey 2014 showed the practice scored the same as the national average for respondents who rated their GP surgery as 'good' or 'very good' and in the top range for the proportion of patients who would recommend their GP practice.

We received 24 completed CQC comment cards from patients to provide us with feedback on the practice and all were positive about the service experienced. Patients said they felt the practice offered an excellent service and staff were efficient, helpful and caring. They said staff treated them with dignity and respect. We also spoke with five patients on the day of our inspection. All told us they were satisfied with the care provided by the practice and said their dignity and privacy was respected.

Staff and patients told us that all consultations and treatments were carried out in the privacy of a consulting room. Disposable curtains were provided in consulting rooms and treatment rooms so that patients' privacy and dignity was maintained during examinations, investigations and treatments. We noted that consultation and treatment room doors were closed during consultations and that conversations taking place in these rooms could not be overheard.

We observed staff were careful to follow the practice's confidentiality policy when discussing patients' treatments in order that confidential information was kept private. The practice switchboard was located away from the reception desk and was shielded by glass partitions which helped keep patient information private.

Staff told us if they had any concerns or observed any instances of discriminatory behaviour or where patients' privacy and dignity was not being respected they would raise these with the practice manager. The practice manager told us they would investigate these and any learning identified would be shared with staff. We were shown an example of a report on a recent incident that showed the actions taken were appropriate. There was also evidence of learning taking place as staff meeting minutes showed this has been discussed.

There was a clearly visible notice in the patient reception area stating the practice's zero tolerance for abusive behaviour. Receptionists told us referring to this had helped them diffuse potentially difficult situations.

Care planning and involvement in decisions about care and treatment

The patient survey information we reviewed showed patients responded positively to questions about their involvement in planning and making decisions about their care and treatment and generally rated the practice well in these areas. For example, data from the 2014 national GP patient survey showed 79 % of practice respondents said the GP involved them in care decisions and 81% felt the GP was good at explaining treatment and results. Both these results were above average compared to CCG area.

Patients we spoke with on the day of our inspection told us that health issues were discussed with them and 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 they wished to receive. Patient feedback on the comment cards we received was also positive and aligned with these views.

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.

Patient/carer support to cope emotionally with care and treatment

Staff told us families who had suffered bereavement were called by their usual GP. This call was either followed by a patient consultation at a flexible time and location to meet the family's needs and/or signposting to a support service. Patients we spoke to who had had a bereavement confirmed they had received this type of support and said they had found it helpful.

Notices in the patient waiting room, on the TV screen and patient website also signposted people to a number of support groups and organisations such as the housing team or the citizen's advice bureau. The practice's

Are services caring?

computer system alerted GPs if a patient was also a carer. We were shown the written information available for carers to ensure they understood the various avenues of support available to them.

Are services responsive to people's needs?

(for example, to feedback?)

Our findings

Responding to and meeting people's needs

We found that the needs of the practice population were understood and systems were in place to address identified needs. The practice used a locally devised risk tool, which helped doctors detect and prevent unwanted outcomes for patients. This helped to profile patients by allocating a risk score dependent on the complexity of their disease type or multiple comorbidities.

The Clinical Commissioning Group (CCG) told us that the practice engaged regularly with them and other practices to discuss local needs and service improvements that needed to be prioritised. We saw minutes of meetings where this had been discussed and actions agreed to implement service improvements and manage delivery challenges to its population

Longer appointments were made available for people who needed them and those with long term conditions. This also included appointments with a named GP or nurse. Home visits were made to patients who were too ill to attend the practice or those with mobility difficulties.

The practice had implemented suggestions for improvements and made changes to the way it delivered services as a consequence of feedback from the Patient Participation Group (PPG). The practice had continued to trial different appointments systems suggested from surveys completed with the PPG.

The practice worked collaboratively with other agencies and regularly shared information to ensure good, timely communication of changes in care and treatment. The practice met with the district nurses, health visitors and palliative care nurses on a regular basis to share information.

Tackling inequity and promoting equality

The practice had recognised the needs of different groups in the planning of its services. The

practice was aware of the highly mobile population they had and this included asylum seekers, students from foreign countries and the unemployed. As a result the practice recognised the need to support patients in dealing with social needs as well as physical needs. The practice

worked closely with local agencies such as Job centres and Housing associations. We were shown examples of when the GPs had referred patients to such support organisations.

The practice offered patient registrations and opportunistic appointments to homeless patients. They also had a system in place for flagging these patients. Staff told us that they prioritised appointments for vulnerable patients to reduce the likelihood of a missed opportunity in providing them access to healthcare.

The practice provided equality and diversity training via e-learning. Staff we spoke with confirmed that they had completed the equality and diversity training in the last twelve months and that equality and diversity was regularly discussed at staff appraisals and team events.

Access to the service

Appointments were available from 08:00 am to 18:30 pm on weekdays. Extended hours were offered from 07:00am to 08:00 am Tuesdays- Fridays and on Monday evening from 6.30pm to 19:30 pm. The practice also offered Saturday appointments once a month from 09:00 am until 12:00 noon. These appointments were booked in advance. These appointments were particularly useful to patients with work commitments. The practice also operated weekend flu vaccinations during the winter months to accommodate patients who could not attend day time appointments.

Comprehensive information was available to patients about appointments on the practice website. This included how to get help in an emergency, request home visits, getting test results, changing address, accessing medical records and how to book and cancel appointments through the website. Information was also available on the various services available at the practice. There were arrangements in place to ensure patients received urgent medical assistance when the practice was closed. If patients called the practice when it was closed, there was an answerphone message giving the telephone number they should ring depending on the circumstances. Information on the out-of-hours service was provided to patients.

Patients were generally satisfied with the appointments system. They confirmed that they could see a doctor on the same day if they needed to and they could see another doctor if there was a wait to see the doctor of their choice.

Are services responsive to people's needs?

(for example, to feedback?)

Comments received from patients showed that patients in urgent need of treatment had often been able to make appointments on the same day of contacting the practice.

The practice was situated on the ground floor. We saw that the waiting area was large enough to accommodate patients with wheelchairs and prams and allowed for easy access to the treatment and consultation rooms. Accessible toilet facilities were available for all patients attending the practice including baby changing facilities.

Listening and learning from concerns & complaints

The practice had a system in place for handling complaints and concerns. Their complaints policy was in line with recognised guidance and contractual obligations for GPs in England and the practice had a designated person who handled all complaints in the practice.

We saw that information was available to help patients understand the complaints system. This was included in the practice information leaflet and displayed in the reception area and on the practice website. Patients we

spoke with were aware of the process to follow should they wish to make a complaint. None of the patients spoken with had ever needed to make a complaint about the practice.

We looked at the record of complaints and found that 28 complaints had been received in the last 12 months. All complaints had been dealt with in a timely manner and had been resolved. The practice offered all patients an opportunity to discuss their complaint face to face if they wished. We also noted that all complaints were discussed and shared with all staff at practice meetings.

The practice reviewed complaints on a regular basis to detect themes or trends. We looked at the report for the last review and found that the common themes were to do with patient waiting times. As a result all staff had been advised to keep patients informed about delays to their appointments. The practice welcomed comments from patients. These were via a suggestion box. Staff told us this was checked monthly and common themes were feedback in meetings with solutions. Meeting minutes we saw confirmed this.

Are services well-led?

Good 

(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 clear vision to deliver high quality care and promote good outcomes for patients as stated in a statement on its website which was, "We are an NHS surgery with a keen desire to help all people, young and old, from all walks of life. We are a dedicated team who endeavour to deliver good care". These values were clearly displayed in the waiting areas and in the staff room. All staff we spoke with knew and understood the vision and values and knew what their responsibilities were in relation to these.

Governance arrangements

The practice had a number of policies and procedures in place to govern activity and these were available to staff via the desktop on any computer within the practice. All policies and procedures we looked at had been reviewed annually and were up to date.

The practice held monthly governance meetings. We looked at minutes from the last three meetings and found that performance, quality and risks had been discussed.

The practice used the Quality and Outcomes Framework (QOF) to measure their performance. The QOF data for this practice showed it was performing in line with national standards. We saw that QOF data was regularly discussed at monthly team meetings and action plans were produced to maintain or improve outcomes.

The practice manager showed us their risk log which addressed a wide range of potential issues, such as recent Ebola outbreak. The practice had identified that due to the local demographic they would be prepared in case a sick patient visited the practice. An emergency plan had been drafted and all staff was aware of the procedure to follow. We saw that the risk log was regularly discussed at team meetings and updated in a timely way. The practice had also recognised the risk associated with being between two boroughs and as a result had maintained links with safeguarding teams from both Haringey and Enfield councils.

Leadership, openness and transparency

We were shown a clear leadership structure which had named members of staff in lead roles. For example there

was a lead nurse for infection control and the senior partner was the lead for safeguarding. The practice had involved all their staff, clinical and clerical to be part of the presentations on what they did well. This demonstrated that all staff were valued and their contributions recognised. We spoke with six members of staff and they were all clear about their own roles and responsibilities. They all told us that felt valued, well supported and knew who to go to in the practice with any concerns.

We saw from minutes that team meetings were held regularly, at least monthly. Staff told us that there was an open culture within the practice and they had the opportunity and were happy to raise issues at team meetings.

The practice manager was responsible for human resource policies and procedures. We reviewed a number of policies, for example, disciplinary procedures, induction policy, training, and the management of sickness which were in place to support staff. We were shown the electronic staff handbook that was available to all staff, these included sections on equality and harassment and bullying at work. Staff we spoke with knew where to find these policies if required.

Practice seeks and acts on feedback from its patients, the public and staff

The practice had gathered feedback from patients through patient surveys, comment cards and complaints received. The practice had an active patient participation group (PPG). Findings from PPG surveys and information on how to be involved with the PPG was shared with patients via a newsletter or on the practice website. The PPG contained representatives from various population groups; including the retired and some ethnic minority patients. The PPG had carried out yearly surveys and met every quarter. The practice manager showed us the analysis of the last patient survey which was considered in conjunction with the PPG. The results and actions agreed from these surveys were available on the practice website.

The practice had also recently introduced the Family test and Friends Test six weeks prior to our inspection visit. The Friends and Family Test (FFT) is an important feedback tool that supports the fundamental principle that people who use NHS services should have the opportunity to provide feedback on their experience.

Are services well-led?

Good 

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

The practice had gathered feedback from staff generally through staff meetings and appraisals. All the staff we spoke with said the practice had an open environment and they would not hesitate to give feedback and discuss any concerns or issues with colleagues and management. Staff told us that an “open door” policy was encouraged at the practice. As such they had the opportunity to give their feedback at any time.

The practice had a whistle blowing policy which was available to all staff in the staff handbook and electronically on any computer within the practice.

Management lead through learning and improvement

Staff told us that the practice supported them to maintain their clinical professional development through training

and mentoring. We looked at ten staff files and saw that all staff had a personal development plan and annual appraisals took place. Staff told us that the practice was very supportive of training and that they had staff away days where guest speakers and trainers attended.

The practice had completed reviews of significant events and other incidents and shared with staff via meetings to ensure the practice improved outcomes for patients. For example delays in steroid eye drops being prescribed due to difficult communications with the eye hospital.

Following this the practice began reviewing all patients on steroid eye drops and they sent a standard letter to the eye clinic to establish better communication.