

Dr Sonal Sharma

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		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

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Overall summary

Letter from the Chief Inspector of General Practice

We carried out an announced comprehensive inspection at The practice of Dr Sonal Sharma on 2 March 2016. Overall the practice is rated as good.

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

- There was an open and transparent approach to safety and an effective system in place for reporting and recording significant events.
- Risks to patients were assessed and well managed.
- All staff employed by the practice had received a disclosure and barring check (DBS). (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).
- 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.

- Patients we spoke to 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.
- Patients said they found it easy to make an appointment with a named GP and that there was continuity of care, with urgent appointments available the same day.
- 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.
- The practice had an active patient participation group.
- The provider was aware of and complied with the requirements of the Duty of Candour (acting in an open and transparent way in relation to the care and treatment provided).

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.

Good



- There was an effective system in place for reporting and recording significant events. Lessons were shared to make sure action was taken to improve safety in the practice. Staff were able to give examples of incidents and actions taken to make change.
- When there were unintended or unexpected safety incidents, patients received reasonable support, truthful information, a verbal and written apology. They were told about any actions to improve processes to prevent the same thing happening again.
- The practice had clearly defined and embedded systems, processes and practices in place to keep patients safe and safeguarded from abuse.
- Risks to patients were assessed and well managed.
- The practice had “buddy arrangements” in place with a neighbouring practice where GPs cross covered and a policy was in place for staff emergency cover.
- The practice had a whistleblowing policy in place.
- Male and female chaperones were available to patients that required them.
- The GPs took part in peer reviews to ensure best and safe working practice.

Are services effective?

The practice is rated as good for providing effective services.

Good



- Data from the Quality and Outcomes Framework showed patient outcomes were at or above average for the locality and 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.
- There was evidence of appraisals and personal development plans for all staff.
- Staff worked with multidisciplinary teams to understand and meet the range and complexity of patients’ needs.
- The practice had processes in place to ensure all clinical staff followed up to date NICE and local guidelines for best practice.

Summary of findings

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 lower than others for several aspects of care, however patients that we spoke to on the day of the inspection and comment cards we received were all positive about the their care from the practice team.
- Patients we spoke to 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.
- Bereaved families are contacted by the practice and offered an appointment at a time convenient to them and ongoing support as needed.
- The practice nurse routinely visited housebound patients to manage long term conditions and offer vaccinations such as flu, pneumococcal and shingles.
- The healthcare assistant visited housebound patients for phlebotomy services and to offer vaccinations such as flu and pneumococcal.
- The practice had a system in place where patients that regularly attended A&E for minor ailments were contacted by the practice manager who made them aware of other schemes such as the pharmacy scheme and self-help. The patients were also triaged by the GP and offered an appointment as appropriate.
- The practice had a system in place where the GPs followed up all patients that had been admitted to hospital who had a history of multiple heart attacks.
- As part of the local community, GPs and staff regularly attended the funerals of its deceased patients.

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 to secure improvements to services where these were identified.
- Patients said they found it easy to make an appointment with a named GP and there was continuity of care, with urgent appointments available the same day.

Summary of findings

- The practice had good facilities and was well equipped to treat patients and meet their needs.
- Information about how to complain was available and easy to understand and evidence showed the practice responded quickly to issues raised. Learning from complaints was shared with staff and other stakeholders.
- The practice worked closely with other organisations and with the local community in planning how services were provided to ensure that they meet patients' needs. For example one of the partners did talks on the local radio about safe fasting and the importance of taking medication during Ramadan. Staff also handed out leaflets to people outside of the local mosque raising awareness of diabetes management whilst fasting.
- Recognising the high number of South Asian patients, the practice offered a South Asian health check to suitable patients.
- The practice nurse had received training and was able to initiate insulin to the practices' diabetic patients.
- Most of the practice GPs and staff were bi-lingual and were able to communicate with patients in several languages. The practice also used language line which included British sign language.
- Patients could access appointments and services in a way and at a time that suited them, such as online, telephone and text messaging.
- A prayer room was available in response to requests from the patient participation group.
- The practice welcomed breast feeding mothers.

Are services well-led?

The practice is rated as good for being well-led.

- The practice had a clear vision and strategy to deliver high quality care and promote good outcomes for patients. Staff were clear about the vision and their responsibilities in relation to this.
- There was a clear leadership structure and staff felt strongly supported by management. The practice had a number of policies and procedures to govern activity and held regular governance meetings.
- There was an overarching governance framework which supported the delivery of the strategy and good quality care. This included arrangements to monitor and improve quality and identify risk.
- The provider was aware of and complied with the requirements of the Duty of Candour. The partners encouraged a culture of

Good



Summary of findings

openness and honesty. The practice had systems in place for knowing about notifiable safety incidents and ensured this information was shared with staff to ensure appropriate action was taken

- The practice proactively sought feedback from staff and patients, which it acted on. The patient participation group was active.
- There was a strong focus on continuous learning and improvement at all levels.

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.

Good



- 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.
- All elderly patients had a named GP.
- The practice embraced the Gold Standards Framework for end of life care. This included supporting patients' choice to receive end of life care at home.
- Longer appointments were offered to patients that needed them.
- Dementia screening was offered to all elderly patients.
- 100% of patients diagnosed with dementia had had their care reviewed in a face to face review in the preceding 12 months which was higher than the national average of 84%.
- Support was offered to carers and telephone appointments offered to those that needed them.
- Vaccinations against flu, pneumococcal and shingles was offered by the practice.

People with long term conditions

The practice is rated as good for the care of people with long-term conditions.

Good



- Nursing staff had lead roles in chronic disease management and patients at risk of hospital admission were identified as a priority.
- 98.1% of patients on the diabetes register had a record of a foot examination and risk classification within the preceding 12 months which was higher than the national average of 88.3%.
- Longer appointments and home visits were available for patients with the most complex needs.
- All 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.
- Personalised care plans were offered to patients with a long term condition.

Summary of findings

- There was a process in place to follow up patients, by telephone that did not respond to or attend for their review appointments.
- The practice carried out pre diabetic screening and the practice nurse was trained and able to initiate insulin to its diabetic patients.

Families, children and young people

The practice is rated as good for the care of families, children and young people.

Good



- 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 extremely high for all standard childhood immunisations.
- 89.9% of patients with asthma had had an asthma review in the preceding 12 months that included an assessment of asthma control using the three Royal College of Physicians questions which was higher than the national average of 75.35%.
- 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.
- 80.7% of women aged between 25 and 64 had their notes recorded that a cervical screening test had been performed in the preceding five years which was comparable to the national average of 81.8%.
- Appointments were available outside of school hours and over the lunchtime period and the premises were suitable for children and babies.
- Same day appointments were offered to all children under the age of 12 years.
- We saw positive examples of joint working with midwives, health visitors and school nurses.
- A phlebotomy service for children was offered by one of the GPs for patients that did not want to travel.
- A confidential chlamydia screening service was offered to patients.
- Family planning was offered which included coil fitting and sub dermal implants.
- The practice welcomed breast feeding mothers.

Working age people (including those recently retired and students)

The practice is rated as good for the care of working-age people (including those recently retired and students).

Good



Summary of findings

- 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.
- Telephone consultations were available for patients unable to attend the surgery.
- Extended hours were available on Monday evenings.
- The practice were part of a group of local practices that offered seven day access to a GP.

People whose circumstances may make them vulnerable

The practice is rated as good for the care of people whose circumstances may make them vulnerable.

- The practice held a register of patients living in vulnerable circumstances including those with a learning disability.
- The practice offered longer appointments for patients with a learning disability.
- The practice regularly worked with multi-disciplinary teams in the case management of vulnerable people.
- 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.
- All GPs and staff were trained in safeguarding adults and children to a level relevant to their role.
- Most of the practice GPs and staff were bi-lingual and were able to communicate with the patients in several languages. The practice also used language line which included British sign language.
- The practice had a guide dog policy, a hearing loop and used a calling system and display board for patients with sight or hearing difficulties.

Good



People experiencing poor mental health (including people with dementia)

The practice is rated as good for the care of people experiencing poor mental health (including people with dementia).

Good



Summary of findings

- 100% of patients diagnosed with dementia had had their care reviewed in a face to face review in the preceding 12 months was higher than the national average of 84%.
- 90.9% of patients with schizophrenia, bipolar affective disorder and other psychoses had a comprehensive, agreed care plan documented in their record in the preceding 12 months was above the national average of 88.47%.
- The practice regularly worked with multi-disciplinary teams in the case management of people 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.
- 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 a good 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 published in January 2016. The results showed the practice was performing below national averages. 401 survey forms were distributed and 70 were returned which is a response rate of 17.5% and represented 1.7% of the practice population.

- 39.97% of patients found it easy to get through to this surgery by phone compared to a national average of 73.26%.
- 48.41% of patients were able to get an appointment to see or speak to someone the last time they tried (national average 76.06%).
- 66.77% of patients described the overall experience of their GP surgery as fairly good or very good (national average 85.05%).
- 44.94% of patients said they would definitely or probably recommend their GP surgery to someone who has just moved to the local area (national average 79.28%).

In response to low survey results, the practice had conducted its own regular surveys, used the Family and Friends Test results and were working with the practice patient participation group to improve the figures.

The responses to the national survey were different to the responses we received on the day for example as part of our inspection we asked for CQC comment cards to be completed by patients prior to our inspection. We received 31 comment cards which were positive about the standard of care received and included individual praise for clinical and non clinical staff. Comments included “I would rate this surgery to be the best” and “the staff are helpful and friendly”.

The nine patients we spoke with were complimentary of the staff and said they thought they were approachable, committed and caring. All nine patients said they were happy with the care and treatment they received. We also spoke with three members of the patient participation group who were positive about the practice and felt listened to and involved in practice developments.

Dr Sonal Sharma

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 Dr Sonal Sharma

The practice of Dr Sonal Sharma is also known as Inspire Medical Centre and is located in Rochdale near Manchester. The practice is located in a large, modern, purpose built health centre, called Croft Shifa Health Centre, which also houses other GP practices and health care services such as a pharmacy, health visitors and podiatry. There is easy access to the building including lifts and disabled facilities are provided.

The practice provides primary medical services in Rochdale from Monday to Friday. The practice is open between 8am and 6.30pm. The first bookable appointment of the day with a GP is 8.10am and the last appointment with a GP is 6.20pm on Monday and 5.50pm Tuesday to Friday. Extended hours are offered until 7.30 on Monday evenings and the practice closes at 3pm on Wednesdays. On Monday, Tuesday, Thursday and Friday the practice have a drop in session where patients who cannot wait until the next bookable appointment are able to sit and wait to see a GP.

The practice of Dr Sonal Sharma is situated within the geographical area of Heywood, Middleton and Rochdale Commissioning Group (CCG).

The practice has a Personal Medical Services (PMS) contract. The PMS contract is the contract between general practices and NHS England for delivering primary care services to local communities.

The practice of Dr Sonal Sharma is responsible for providing care to 3990 patients. 92% of patients are from an ethnic minority, mostly South Asian and with high deprivation levels.

The practice consists of two GP partners, one male and one female. There is one practice nurse and one long term locum nurse and one male health care assistant. The practice is supported by a practice manager, office manager and a reception and administration team. There is a shared IT employee who works across other practices and shares best practice.

When the practice is closed patients are directed to the out of hour's service.

The practice are part of:-

- A local federation offering appointments between 8am and 8pm, seven days a week.
- A major pressures clinic offering appointments for children
- A winter pressures clinic at a local urgent care centre.

One of the partners is a member of the local Primary Care Improvement Group and the other partner is a member of the local Service Review Panel.

Why we carried out this inspection

We inspected this service as part of our new comprehensive inspection programme.

Detailed findings

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 2 March 2016. During our visit we:

- Spoke with a range of staff including GPs, practice manager, practice nurses, health care assistant and members of the reception team and spoke with patients who used the service.
- Observed how patients were being cared for.
- 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 open and transparent approach and a system in place for reporting and recording significant events and clinical events. People affected by significant events received a timely and sincere apology and were told about actions taken to improve care. Staff told us they would inform the practice manager of any incidents and there was also a recording form available for consistency. The practice carried out an analysis of complaints on an annual basis to identify any patterns or trends.

We reviewed safety records, incident reports national patient safety alerts and minutes of meetings where these were discussed. Lessons were shared to make sure action was taken to improve safety in the practice.

Overview of safety systems and processes

The practice had clearly defined and embedded 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 that reflected relevant legislation and local requirements and policies were accessible to all staff. The policies clearly outlined who to contact for further guidance if staff had concerns about a patient's welfare. There was a lead member 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 all had received training relevant to their role. GPs were trained to Safeguarding level 3.
- A notice in the waiting room advised patients that male and female chaperones were available if required. All staff who acted as chaperones were trained for the role and had received a Disclosure and Barring Service check (DBS check). (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).
- The practice maintained appropriate standards of cleanliness and hygiene. We observed the premises to be clean and tidy. The health care assistant 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 which included a monthly walk round by the practice manager and health care assistant and staff had received up to date training. Annual infection control audits were undertaken and we saw evidence that action was taken to address any improvements identified as a result.

- The arrangements for managing medicines, including emergency drugs and vaccinations, in the practice kept patients safe (including obtaining, prescribing, recording, handling, storing and security). 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. 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. The practice had a system for production of Patient Specific Directions to enable the Health Care Assistant to administer vaccinations after specific training when a doctor or nurse were on the premises.
- We reviewed four personnel files and found appropriate recruitment checks had been undertaken prior to employment. For example, proof of identification, references, qualifications, registration with the appropriate professional body and the appropriate checks through the Disclosure and Barring Service.
- There were failsafe 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.

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. There was a health and safety policy available with a poster in the reception office which identified local health and safety representatives. The practice had up to date fire risk assessments and carried out regular fire drills. All electrical equipment was checked to ensure the equipment was safe to use and 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

Are services safe?

substances hazardous to health and infection control and legionella (Legionella is a term for a particular bacterium which can contaminate water systems in buildings).

- 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 that enough staff were on duty. The practice had "buddy arrangements" in place with a neighbouring practice where GPs cross covered and a policy was in place for staff emergency cover.

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 location. All the medicines we checked were in date and fit for use.
- 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 peoples' needs.
- The practice monitored that these guidelines were followed through risk assessments, 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 98.9% of the total number of points available, with 5% 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 diabetes related indicators was better than the national average. 98.11% of patients on the diabetes register had a record of a foot examination and risk classification within the preceding 12 months compared to the national average of 88.3%.
- The percentage of patients with hypertension having regular blood pressure tests was 93.54% which was better than the national average of 83.65%.
- Performance for mental health related indicators was comparable to the CCG and national averages for example 90.91% of patients with schizophrenia, bipolar affective disorder and other psychoses had a comprehensive, agreed care plan documented in their record in the preceding 12 months compared to the CCG average of 89% and national average 88.47%.

Clinical audits demonstrated quality improvement.

- There had been four clinical audits completed in the last two years, all of these were completed audits 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 improving the uptake of the diabetic foot check and pre pregnancy counselling was offered to those patients with diabetes.

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. It 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, Staff administering vaccinations and taking samples for the cervical screening programme had received specific training which had included an assessment of competence. Staff who administered vaccinations 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 training to meet their learning needs and to cover the scope of their work. This included ongoing support during sessions, one-to-one meetings, appraisals, coaching and mentoring, clinical supervision and facilitation and support for revalidating GPs. All staff had had an appraisal within the last 12 months and were reviewed after six months.
- Staff received face to face training that included: safeguarding, chaperone, fire procedures, basic life support and information governance awareness they also had access to and made use of e-learning training modules.

Are services effective?

(for example, treatment is effective)

- The practice had “buddy arrangements” in place with a neighbouring practice where GPs cross covered and a policy was in place for staff emergency cover.
- Each member of staff had a buddy who they provided cover for during sickness and annual leave.

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. Information such as NHS patient information leaflets were also available.
- The practice shared relevant information with other services in a timely way, for example when referring patients to other services. All referrals to other services were processed within 48 hours.

Staff worked together and with other health and social care services 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. We saw evidence that multi-disciplinary team meetings took place on a monthly basis and that care plans were routinely reviewed and updated.

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 records and audits.

Supporting patients to live healthier lives

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

- These included patients in the last 12 months of their lives, carers, those at risk of developing a long-term condition and those requiring advice on their diet, smoking and alcohol cessation. Patients were then signposted to the relevant service.
- A dietician was available on the premises and smoking cessation advice was available from the practice nursing team.
- As one of the five most deprived practices in the CCG the practice were working with Public Health in arranging a session to raise awareness in breast and cervical cancer screening.

The practice’s uptake for the cervical screening programme was 80.72%, which was comparable to the national average of 81.83%. There was a policy to offer telephone reminders for patients who did not attend for their cervical screening test. The practice demonstrated how they encouraged uptake of the screening programme by using information in different languages and for those with a learning disability and they ensured a female sample taker was available. The practice also encouraged its patients to attend national screening programmes for abdominal aortic aneurysm, bowel and breast cancer screening.

Childhood immunisation rates for the vaccinations given were higher than the CCG averages. For example, childhood immunisation rates for the vaccinations given to under two year olds ranged from 97.9% to 100% and five year olds from 97.2% to 100%.

Patients had access to appropriate health assessments and checks. These included health checks for new patients and NHS health checks for people aged 40–74. The practice also offered a South Asian health check to patients aged between 30 and 39. 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.

The 31 patient Care Quality Commission comment cards we received were positive about the service experienced. Patients said they felt the practice offered an excellent service and staff were helpful, caring and treated them with dignity and respect.

We spoke with three members of the patient participation group. They also told us they were satisfied with the care provided by the practice and said their dignity and privacy was respected. Comment cards highlighted that staff responded compassionately when they needed help and provided support when required.

Results from the national GP patient survey showed patients felt they were treated with compassion, dignity and respect. However, the practice was below average for its satisfaction scores on consultations with GPs and nurses. For example:

- 73.3% of patients said the GP was good at listening to them compared to the CCG average of 89.6% and national average of 88.6%.
- 74.1% of patients said the GP gave them enough time (CCG average 87.2%, national average 86.6%).
- 88.7% of patients said they had confidence and trust in the last GP they saw (CCG average 95.7%, national average 95.2%)
- 85.11% of patients said the last GP they spoke to was good at treating them with care and concern which is comparable to the CCG average 86% and national average of 85%.

- 86.9% of patients said they had confidence and trust in the last nurse they saw or spoke to (CCG average 97.2%, national average 97.1%).
- 71% of patients said they found the receptionists at the practice helpful (CCG average 86%, 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 on the comment cards we received was also positive and aligned with these views.

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

- 74.8% of patients said the last GP they saw was good at explaining tests and treatments compared to the CCG average of 87% and national average of 86%.
- 70.55% of patients said the last GP they saw was good at involving them in decisions about their care (CCG average 87% , national average 81.61%)
- 80% of patients said the last nurse they saw was good at involving them in decisions about their care (CCG average 88% , national average 85%)

Most GPs and staff were bilingual and were able to communicate in several languages and staff told us that translation services were also 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 and carer support to cope emotionally with care and treatment

Notices in the patient waiting room told patients how to access a number of support groups and organisations.

The practice's computer system alerted GPs if a patient was also a carer. The practice had identified 4% of the practice list as carers. 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 and this 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.

- The practice offered extended hours until 7.30pm on Monday evenings 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 would benefit from these.
- Same day appointments were available for children under the age of 12, elderly patients and those with serious medical conditions.
- Patients were able to receive some travel vaccinations available privately but most were referred to other clinics for vaccines available from the NHS and privately.
- There were disabled facilities, lifts, a hearing loop and translation services available.

Access to the service

The practice is open between 8am and 6.30pm. The first bookable appointment of the day with a GP is 8.10am and the last appointment with a GP is 5.50pm. Extended hours are offered until 7.30 on Monday evenings and the practice closes at 3pm on Wednesdays. On Monday, Tuesday, Thursday and Friday the practice have a drop in session where patients who cannot wait until the next bookable appointment are able to sit and wait to see a GP.

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

- 78% of patients were satisfied with the practice's opening hours compared to the CCG average of 75% and national average of 78.3%.
- 39.97% of patients said they could get through easily to the surgery by phone (CCG average 59%, national average 73.26%).
- 50% of patients said they always or almost always see or speak to the GP they prefer (CCG average 56%, national average 59%).

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

Listening and learning from concerns and complaints

The practice had an effective system in place for handling complaints and concerns.

- 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.
- We saw that information was available to help patients understand the complaints system such as posters in the waiting area and leaflets.

We looked at 21 written and verbal complaints received in the last 12 months and found that they were satisfactorily handled and dealt with in a timely way with openness and transparency.

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 and staff knew and understood the 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 specific policies were implemented and were available to all staff
- A comprehensive understanding of the performance of the practice was maintained
- A programme of continuous clinical and internal audit which was used to monitor quality and to make improvements
- There were robust arrangements for identifying, recording and managing risks, issues and implementing mitigating actions

Leadership and culture

The partners in the practice had the experience, capacity and capability to run the practice and ensure high quality care. They prioritised safe, high quality and compassionate care. The partners were visible in the practice and staff told us they were approachable and always took the time to listen to all members of staff.

The provider was aware of and complied with the requirements of the Duty of Candour. The partners encouraged a culture of openness and honesty. The practice had systems in place for knowing about notifiable safety incidents. The practice had a book, which all staff were aware of, which was to be used if any irregularities were found whether financial, clinical or administration. This was checked regularly for any entries.

When there were unexpected or unintended safety incidents:

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

There was a clear leadership structure in place and staff felt supported by management.

- Staff told us the practice held regular team meetings.
- Staff told us there was an open culture within the practice and they had the opportunity to raise any issues at team meetings and felt confident in doing so and felt supported if they did. We noted team meeting and training days were held every month.
- Staff said they felt respected, valued and supported, particularly 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.

The practice had gathered feedback from patients through the patient participation group (PPG) and through surveys and complaints received. There was an active PPG which met regularly, carried out patient surveys and submitted proposals for improvements to the practice management team. For example facilities were made available for breast feeding mothers and a prayer room was made available after suggestions made by patients.

- Staff told us they felt involved and engaged to improve how the practice was run.

Continuous improvement

There was a strong 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.

- The practice were looking at federated working to improve and enhance patient access.

Are services well-led?

Good 

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

- They were planning to introduce electronic prescribing where a person can nominate a pharmacy and collect their repeat prescriptions direct.
- They planned to introduce special interest clinics such as diabetes and cardio vascular.
- They planned to offer medical scans on site and employ specialists for pain and rheumatism and pharmacists.
- Further participation in clinical research.