

# The Whitswood Practice

## Quality Report

Alexandra Park Health Centre, Manchester, M16 7AP

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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 Whitswood Practice on 10 November 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.
- 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.
- The practice had good policies for the recruitment of staff.
- Information about services and how to complain was available and easy to understand. Improvements were made to the quality of care as a result of complaints and concerns.

- 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.
- 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.
- The provider was aware of and complied with the requirements of the duty of candour.

We saw the following areas of outstanding practice:

- The Quality Improvement Programme Manager who had created "QOF packs" for GPs. The pack was designed to give GPs better oversight over their

# Summary of findings

administration role and allow better time management. Each GP was given a list of their patients who were missing clinical targets that made up the QOF. The GPs were instructed to review each patient's record and decide on the best way forward and the Quality Improvement Programme Manager followed up all the actions on a monthly basis.

- A privacy slip was available at the reception for patients to complete discretely and present to the reception staff if they did not want to speak to the reception staff.

There was one area where the practice should make improvement:

- Consideration should be given to the improvement of activity undertaken to identify and register carers.

**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.

- The system for reporting and recording significant events was effective. All staff were encouraged to raise concerns and had received associated training.
- Lessons were shared to make sure action was taken to improve safety in the practice.
- 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.
- Prescription pads and prescription paper were securely stored. There were systems in place to record the prescription numbers and to monitor their use.

Good



### Are services effective?

The practice is rated as good for providing effective services.

- 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.
- Staff worked with multidisciplinary teams to understand and meet the range and complexity of patients' needs.
- The practice employed a Quality Improvement Programme Manager who had created "QOF packs" for GPs. The pack was designed to give GPs better oversight over their administration role and allow better time management. Each GP was given a list of their patients who were missing clinical targets that made up the QOF. The GPs were instructed to review each patient's record and decide on the best way forward and the Quality Improvement Programme Manager followed up all the actions on a monthly basis.

Good



### Are services caring?

The practice is rated as good for providing caring services.

Good



# Summary of findings

- Patients said they were treated with compassion, dignity and respect and they were involved in decisions about their care and treatment.
- Information for patients about the services available was easy to understand and accessible.
- We saw staff treated patients with kindness and respect, and maintained patient and information confidentiality.
- Results from the national GP patient survey showed patients felt they were treated with compassion, dignity and respect.
- A privacy slip was available at the reception for patients to complete discretely and present to the reception staff if they didn't want to speak to the reception staff.

## Are services responsive to people's needs?

The practice is rated as good for providing responsive services.

- 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.
- 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. The practice had undertaken a comprehensive analysis of the complaints to identify and share learning opportunities and trends.

Good



## 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 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 and one of the directors was named as the practice lead for clinical governance. This supported the delivery of the practice business plan and good quality care.
- The provider was aware of and complied with the requirements of the Duty of Candour.

Good



# Summary of findings

- The directors encouraged a culture of 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 practice had a focus on continuous improvement and had effective systems and processes in place to learn from incidents and feedback received.

# 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.
- 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 been informed of their named GP.
- The practice offered same day appointments as well as telephone and face to face consultations.
- Health assessments and checks available to patients aged over 75 years included screening for dementia and depression.

Good



### People with long term conditions

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

- Nursing staff had lead roles in chronic disease management and patients at risk of hospital admission were identified as a priority.
- Patients with diabetes in whom the last blood pressure reading (measured in the preceding 12 months) was 140/80 mmHg or less was 85% compared to the national average of 78%.
- Patients with diabetes whose last measured total cholesterol (measured within the preceding 12 months) was 5 mmol/l or less was 93% compared to the national average of 80%.
- A record of foot examination was present for 93% of patients compared to the national average of 89%.
- 100% of patients with diabetes had received an influenza immunisation compared to the national average of 95%.
- The percentage of patients with diabetes, on the register, in whom the last IFCC HbA1c was 64 mmol/mol or less in the preceding 12 months was 92% compared to the national average of 78%..
- Longer appointments and home visits were available when needed.
- All these patients had a named GP and a structured annual review to check their health and medication 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.

Good



# Summary of findings

- The practice had a system in place to identify patients on repeat medication that enabled medication review requirements to be identified and planned up to six weeks in advance.
- The percentage of patients with hypertension in whom the last blood pressure reading measured in the preceding 12 months was 150/90mmHg or less was 87%, compared to the national average of 83%.

## Families, children and young people

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

- 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.
- 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.
- The percentage of women aged 25-64 whose notes record that a cervical screening test had been performed in the preceding 5 years (2015/2016) was 88%, which was above the local CCG average (78%) and similar to the national average of 81%. The practice had produced a policy to offer telephone reminders for patients who did not attend for their cervical screening test.
- Childhood immunisation rates for the vaccinations given were comparable to CCG and national averages. For example, childhood immunisation rates for the vaccinations given to under two year olds ranged from 66% to 92% and five year olds from 61% to 92%.
- Appointments were available outside of school hours and the premises were suitable for children and babies.

Good



## 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).

- 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.

Good





# Summary of findings

- Telephone appointments were available if patients wished to discuss test results and urgent concerns and for those who may have difficulty attending surgery due to work commitments.

## 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 homeless people, travellers and those with a learning disability.
- The practice offered longer appointments for patients with a learning disability.
- The practice regularly worked with 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 and had attended training in how to recognise domestic abuse.
- 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.

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).

- 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 advanced 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 percentage of patients with schizophrenia, bipolar affective disorder and other psychoses who had a comprehensive, agreed care plan documented in the record in the preceding 12 months was 98% compared to the national average of 89%.
- The percentage of patients diagnosed with dementia whose care had been reviewed face to face in the preceding 12 months was 79% compared to the national average of 84%.

Good



# Summary of findings

- 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 July 2016 showed the practice was performing in-line with the local and national averages in many areas (361 survey forms were distributed and 76 (21%) were returned).

- 96% found it easy to get through to this surgery by phone compared to a Clinical Commissioning Group (CCG) average of 74% and a national average of 73%.
- 79% were able to get an appointment to see or speak to someone the last time they tried (CCG average 80%, national average 85%).
- 87% described the overall experience of this GP surgery as good (CCG average 82%, national average 85%).
- 81% said they would recommend their GP surgery to someone new to the local area (CCG average 75%, national average 78%).

As part of our inspection we asked for CQC comment cards to be completed by patients prior to our inspection. We received two comment cards which were both positive about the standard of care received. Comments included praise for the understanding and the professionalism of the GPs, nursing staff as well as a helpful and polite service from the administrative staff and for the cleanliness of the environment.

We spoke with three patients during the inspection. All three patients said they were satisfied with the care they received and thought staff were approachable, committed and caring.

From the most recent published results of the Friends and Family Test (FFT) (a feedback tool that asks people if they would recommend the services they have used) (October 2016) of the practice friends and family test, 100% of patients would recommend the practice based on 6 responses.

## Areas for improvement

### Action the service SHOULD take to improve

- Consideration should be given to the improvement of activity undertaken to identify and register carers.

## Outstanding practice

- The Quality Improvement Programme Manager who had created “QOF packs” for GPs. The pack was designed to give GPs better oversight over their administration role and allow better time management. Each GP was given a list of their patients who were missing clinical targets that made up the QOF. The GPs were instructed to review each patient’s record and decide on the best way forward and the Quality Improvement Programme Manager followed up all the actions on a monthly basis.
- A privacy slip was available at the reception for patients to complete discretely and present to the reception staff if they did not want to speak to the reception staff.

# The Whitswood Practice

## Detailed findings

### Our inspection team

#### Our inspection team was led by:

a CQC Lead Inspector and included a GP specialist adviser.

## Background to The Whitswood Practice

The Whitswood Practice (Alexandra Park Health Centre, Manchester, M16 7AP) serves the local population in Moss Side which is an inner city area with high deprivation. It is part of the NHS Central Manchester Clinical Commissioning Group (CCG) and provides services to approximately 3764 patients under a General Medical Services contract, with NHS England.

Information published by Public Health England rates the level of deprivation within the practice population group as level one on a scale of one to 10. Level one represents the highest levels of deprivation and level 10 the lowest. Male and female life expectancy in the practice geographical area is 74 years for males and 80 years for females, both of which are below the England average of 79 years and 83 years respectively. The numbers of patients in the different age groups on the GP practice register was generally similar to the average GP practices in England although the practice had a greater number of 20 to 34 year olds.

The practice has a lower percentage (46%) of its population with a long-standing health condition when compared to the England average (53%). The practice percentage (64%) of its population with a working status of being in paid

work or in full-time education is similar to the England average (63%). The practice percentage (8%) population with an unemployed status is above the England average of (4%).

Services are provided from a purpose built building, with disabled access and some parking. The practice has a number of consulting and treatment rooms used by the GPs and nursing staff as well as visiting professionals such as health visitors.

The practice is managed by a board of directors (based at The Robert Darbshire Practice), there are no partners. The organisation is a not for profit set-up and all the surplus income is retained and reinvested within the practice.

The service has four GPs which equate to 3.1 whole time equivalents (WTE), one Practice Nurse (0.5 WTE), one manager (1 WTE) and six reception staff (2.6 WTE). The practice is also part of a group with The Robert Darbshire Practice and shares four Healthcare Assistants (3.1 WTE), five Management staff (4.6 WTE), two nurse practitioners and three secretaries (2.7 WTE) between both sites.

The surgery is open from 8:30am until 6pm Monday to Friday with emergency services provided by The Robert Darbshire Practice from 8am to 8:30am. The practice is also a part of a federation of GP practices who provide extended hours cover for a number of practices in the area between 6pm and 8pm, Monday to Friday, as well as on Saturday and Sunday mornings. Patients are also able to attend appointments at a small number of local health centres as part of this arrangement. Out of hours cover is provided by the NHS 111 service and Go to Doc.

# Detailed findings

## Why we carried out this inspection

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

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 10 November 2016.

During our visit we:

- Spoke with a range of staff including the GPs, the practice manager as well as staff from the administration team.
- Observed how staff interacted with patients and spoke with patients, carers and family members.

- Reviewed an anonymised sample of the personal care or treatment records of patients.
- Reviewed comment cards where patients and members of the public shared their views and experiences of the service.

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

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

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

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

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

# Are services safe?

## Our findings

### Safe track record and learning

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

- Staff told us they would inform the practice manager of any incidents and there was a recording form available on the practice's computer system.
- There were 17 significant events recorded between November 2015 and May 2016. The practice had carried out a thorough analysis of the significant events including a yearly review.

We noted there was an open culture within the practice. Staff at all levels were actively encouraged to raise concerns and had received training in how to do this. Significant event analysis involved all staff and included dedicated meetings for clinical staff and clerical staff. The practice collated feedback, incident and complaints information, with actions identified within a matrix, and this facilitated a structured follow up and the identification and monitoring of 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. For example, in April 2016, a prescription was dispensed twice in error. To reduce the risk of reoccurrence the practice had put a system in place for logging prescriptions and increasing the security measures.

When there were unintended or unexpected safety incidents, patients received reasonable support, truthful information, a verbal and written apology and were told about any actions to improve processes to prevent the same thing happening again.

### Overview of safety systems and processes

The practice had defined and embedded systems, processes and practices in place to keep patients safe and safeguarded from abuse.

- 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 GP for safeguarding adults and children. Staff demonstrated they understood their responsibilities and all had received training relevant to their role. Clinical staff were all trained to child protection or child safeguarding level 3.

- The practice used codes and alerts within patient records to ensure that patients with particular needs were identified when they contacted the practice and that they were offered care from the most appropriate clinician.
- The practice maintained appropriate standards of cleanliness and hygiene. We observed the premises to be clean and tidy. A practice nurse was the infection control clinical lead. There was an infection control protocol in place and annual infection control audits were undertaken.
- 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 Clinical Commissioning Group (CCG) pharmacy teams, to ensure prescribing was in line with best practice guidelines for safe prescribing. Patient Group Directions had been adopted by the practice to allow nurses to administer medicines in line with legislation.
- Prescription pads and prescription paper were stored in a locked filing cabinet. There were systems in place to record the prescription numbers and to monitor their use.
- Processes were in place to check medicines were within their expiry date and suitable for use. All the medicines we checked in the practice were within their expiry dates. Expired and unwanted medicines were disposed of in line with waste regulations.
- A notice in the waiting room and in the treatment rooms advised patients that chaperones were available if required. Staff who carried out chaperone duties had received an appropriate Disclosure and Barring Service check (DBS check) and training. (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 had a recruitment policy that detailed the process to follow that included the appropriate checks to conduct during the recruitment process. We reviewed

## Are services safe?

four personnel files and found that appropriate recruitment checks had been undertaken prior to employment. For example, evidence was available for proof of identification, references, qualifications and registration checks with the appropriate professional body such as the Nursing and Midwifery Council.

### Monitoring risks to patients

There was an up to date fire risk assessment with yearly 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 building had an assessment in place for legionella (legionella is a term for a particular bacterium which can contaminate water systems in buildings). Systems were in place to ensure the Control of Substances Hazardous to Health (**COSHH**) regulations were being adhered to.

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.

### 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.
- The practice had a defibrillator and an oxygen cylinder with adult and children's masks.
- A first aid kit and accident book was 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 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 (2015/16) were 96.7% of the total number of points available, with 15.7% clinical exception reporting. (Exception reporting is the removal of patients from QOF calculations where, for example, the patients were unable to attend a review meeting or certain medicines cannot be prescribed because of side effects).

The practice employed a Quality Improvement Programme Manager who had created "QOF packs" for GPs. The pack was designed to give GPs better oversight of their administration role and allow better time management. Each GP was given a list of their patients who were missing clinical targets that made up the QOF. Among other things, there were patients highlighted who needed:

- help lowering their blood pressure
- a care plan review. We noted the practice had systems and processes in place to ensure care plans were reviewed periodically in accordance with clinical need.
- a review for their long term condition(s). We noted the practice had a system in place to identify patients on repeat medication that enabled medication review requirements to be identified and planned up to six weeks in advance.

The GPs were instructed to review each patient's record and decide on the best way forward, for example:

- inviting patients for a face to face consultation
- follow up with patients on the phone
- update patients recall diary dates
- take patients off the register

Once the list was completed the GPs had to notify the Quality Improvement Programme Manager who followed up all the actions on a monthly basis.

Data from 2015/16 showed;

- Patients with diabetes in whom the last blood pressure reading (measured in the preceding 12 months) was 140/80 mmHg or less was 85% compared to the national average of 78%.
- Patients with diabetes whose last measured total cholesterol (measured within the preceding 12 months) was 5 mmol/l or less was 93% compared to the national average of 80%.
- A record of foot examination was present for 93% of patients compared to the national average of 88%.
- 100% of patients with diabetes had received an influenza immunisation compared to the national average of 95%.
- The percentage of patients with diabetes, on the register, in whom the last IFCC HbA1c was 64 mmol/mol or less in the preceding 12 months was 92% compared to the national average of 78%.
- The percentage of patients with hypertension in whom the last blood pressure reading measured in the preceding 12 months was 150/90mmHg or less was 87%, compared to the national average of 83%.
- The percentage of patients with schizophrenia, bipolar affective disorder and other psychoses who had a comprehensive, agreed care plan documented in the record in the preceding 12 months was 98% compared to the national average of 89%.
- The percentage of patients diagnosed with dementia whose care had been reviewed face to face in the preceding 12 months was 79% compared to the national average of 84%.

There was evidence of quality improvement including clinical audit.

- There had been six clinical audits completed in the last two years; three of these were completed audits where the improvements made were implemented and



# Are services effective?

## (for example, treatment is effective)

monitored. In addition, the practice carried out medication audits aided by the clinical commissioning group (CCG) pharmacist and we saw evidence of improvements in practice prescribing.

- 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 better identification and management of patients with Asthma. In addition an audit of diabetes care based on the eight essential tests and procedures that diabetic patients need was also completed. The results of this audit prompted the practice to implement improvements to supporting systems and processes and we were told the proportion of patients receiving all eight essential tests and procedures was now 60% compared to the CCG average of 37%.

### 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 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.
- Staff received on-going training that included: safeguarding, fire procedures and basic life support.
- Staff told us their learning needs were identified through a system of appraisals, meetings and reviews of practice development needs.

### 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.

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, 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.

### 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.

The percentage of women aged 25-64 whose notes record that a cervical screening test had been performed in the preceding 5 years (2015/16) was 88%, which was above the local CCG average (78%) and similar to the national average of 81%. The practice had produced a policy to offer telephone reminders for patients who did not attend for their cervical screening test.

## Are services effective? (for example, treatment is effective)

Childhood immunisation rates for the vaccinations given were comparable to CCG and national averages. For example, childhood immunisation rates for the vaccinations given to under two year olds ranged from 66% to 92% and five year olds from 61% to 92%.

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. In addition health assessments and checks available to patients aged over 75 years included screening for dementia and depression. 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 told us they knew when patients wanted to discuss sensitive issues or appeared distressed and could offer them a private room to discuss their needs.
- A privacy slip was available at the reception for patients to complete discretely and present to the reception staff if they did not want to speak to the reception staff.

As part of our inspection we asked for CQC comment cards to be completed by patients prior to our inspection. We received two comment cards which were both positive about the standard of care received. Comments included praise for the understanding and the professionalism of the GPs, nursing staff as well as a helpful and polite service from the administrative staff and for the cleanliness of the environment.

We spoke with three patients during the inspection. All three patients said they were satisfied with the care they received and thought staff were approachable, committed and caring.

Results from the national GP patient survey (July 2016) showed the practice performed better than the local and national averages for three of the following six satisfaction scores on consultations with GPs and nurses. For example:

- 96% said they found the receptionists at the practice helpful (Clinical Commissioning Group (CCG) average 86%, national average 87%).
- 90% said they had confidence and trust in the last GP they saw (CCG average 95%, national average 95%).
- 85% said the last nurse they spoke to was good at treating them with care and concern (CCG average 88%, national average 91%).

- 91% said the GP was good at listening to them compared to the CCG average of 89% and national average of 89%.
- 88% said the GP gave them enough time (CCG average 85%, national average 87%).
- 81% said the last GP they spoke to was good at treating them with care and concern (CCG average 83%, national average 85%).

The CQC comment cards had positive comments in relation to how the patients were treated. All the patients we spoke with felt the doctors listened to them and empowered them to make positive decisions about their healthcare. Patients on the day confirmed they were satisfied with the service.

### 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 they were similar to the local and national averages in two of the three areas. For example:

- 91% said the last GP they saw was good at explaining tests and treatments compared to the CCG average of 85% and national average of 86%.
- 82% said the last GP they saw was good at involving them in decisions about their care (CCG average 80%, national average 82%).
- 82% said the last nurse they saw was good at involving them in decisions about their care (CCG average 83%, national average 85%).

From the most recent published results (October 2016) of the practice friends and family test, 100% of patients would recommend the practice based on 6 responses.

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 and carer support to cope emotionally with care and treatment

## Are services caring?

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 21 patients as carers (0.6% of the practice list). We noted the number of patients identified as carers by the practice was low in comparison to other practices in England. Patients identified as carers were offered an annual review of their health needs. The practice asked patients at registration if

they were a carer and recorded this on the computer system. All new carers were sent an information leaflet which told them how to access a social services assessment and how to contact the Carers' Forum.

Staff told us that if families had suffered bereavement, their usual GP contacted them and this was either followed by a 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 their local population and engaged with the NHS England Area Team and Clinical Commissioning Group (CCG) to secure improvements to services where these were identified. For example, the practice worked with the other practices in the area to provide urgent appointments via the local federation. Members of the local federation had use of a common clinical system that ensured all GPs had access to the medical records.

- 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 and those with serious medical conditions.
- The practice had access to interpreters and telephone translation services were available. The practice employed bi-lingual staff members and practice data showed they had a large African and Caribbean population (42%).
- The practice had decided to increase the number of available appointments by using an advanced nurse practitioner through a shared appointment system with The Robert Darbshire Practice.
- Access for disabled persons was provided by automated doors at the front entrance.
- Patients were able to receive travel vaccinations that were available on the NHS.
- Patients could order repeat prescriptions and book appointments on-line.
- The practice had worked with the local African-Caribbean Mental Health Team and liaised with the Zion Centre and Kath Locke Centre.

The practice had worked with the Lesbian, Gay, Bisexual and Transgender (LGBT) Foundation to improve access for patients and had provided specialist training for staff.

### Access to the service

The surgery was open from 8:30am until 6pm Monday to Friday with emergency services provided by The Robert

Darbshire Practice from 8am to 8:30am. The practice was also a part of a federation of GP practices who provided extended hours cover for a number of practices in the area between 6pm and 8pm, Monday to Friday, as well as on Saturday and Sunday mornings. Patients were also able to attend appointments at a small number of local health centres as part of this arrangement. Out of hours cover was provided by the NHS 111 service and Go to Doc.

Results from the national GP patient survey (July 2016) showed that patient's satisfaction with how they could access care and treatment was above the local and national averages for two of the following three areas:

- 96% patients said they could get through easily to the surgery by phone (CCG average 74%, national average 73%).
- 49% patients said they usually get to see or speak to the GP they prefer (CCG average 59%, national average 59%).
- 80% of patients were satisfied with the practice's opening hours compared to the CCG average of 75% and national average of 76%.

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

### Listening and learning from concerns and complaints

The practice had a 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. There was a lead GP to handle any clinical complaints.

We saw information was available to help patients understand the complaints system such as posters and leaflets in the reception area. The practice had recorded nine complaints between April 2015 and September 2016 including where patients had made verbal and written complaints. We looked at two of these and found they had been dealt with in a timely and open manner. The practice had taken appropriate action and we saw an occasion where they had raised a significant event to ensure all staff had learnt from the error.

# 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 vision statement was: “We aim to provide the best possible medical care and the highest quality of service, that is efficient, courteous and without discrimination”. This included; “We will look after the primary healthcare needs of all our patients, irrespective of their background. We will endeavour to provide care which is of the highest quality as judged by our peers and our patients and which is innovative and comparable to the best that is known. We value the diversity of our staff and our patients and believe that this diversity is integral to the quality of care that we provide”. These were clearly displayed and embedded in the practice during our inspection.

### Governance arrangements

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

- The Board of Directors included a Non-Executive Director and provided appropriate strategic direction and oversight.
- Development of the practice annual business plan included formal consultation with staff through the Staff Consultation Group to identify future priorities and areas for improvement.
- There was a clear staffing structure that included a named director as the lead for clinical governance and 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 was used to monitor quality and to make improvements.
- There were arrangements for identifying, recording and managing risks, issues and implementing mitigating actions.

### Leadership and culture

On the day of inspection the management team in the practice demonstrated they had the experience, capacity

and capability to run the practice and ensure high quality care. They told us they prioritised safe, high quality and compassionate care. Staff told us the management team were approachable and always took the time to listen to all members of staff.

The provider was aware of, and had systems in place to ensure compliance with the requirements of the duty of candour (The duty of candour is a set of specific legal requirements that providers of services must follow when things go wrong with care and treatment). The team encouraged a culture of openness and honesty. The practice had systems in place to ensure that when things went wrong with care and treatment:

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

There was a clear leadership structure in place and staff felt supported by 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.
- Staff said they felt respected, valued and supported and were involved in discussions about how to run and develop 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 surveys and complaints received and submitted proposals for improvements to the practice management team.
- The practice had a small Patient Participation Group (PPG) and was trying to encourage more patients to take part.
- The practice had gathered feedback from staff through staff meetings and clinical sessions. Staff told us they

# Are services well-led?

Good 

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

would not hesitate to give feedback and discuss any concerns or issues with colleagues and management. Staff told us they felt involved and engaged to improve how the practice was run.

- The practice had planned an all staff away day at a nearby university to enable the team to focus on how to improve the practice.

## Continuous improvement

The current practice was a merger of three different surgeries and the current team had worked hard to ensure the service was delivered in a consistent manner. The team had worked to change the culture to one of continuous improvement, safety and learning and had retained some staff whilst others had left. For example effective systems and processes were now in place to learn from incidents and feedback received. Planned improvement actions were reviewed monthly by the Board of Directors and the Quality Improvement Programme Manager. Learning from incidents and feedback was shared with staff through dedicated meetings.

The practice held weekly practice development meetings that provided protected learning time for all staff. We were told the meetings were also used for visiting speakers to present training and information to staff.

The team had found a large number of patient summaries from one of the two predecessor practices needed review following concerns raised about their accuracy and completeness. This was still on-going and was due to be completed by April 2017.

The team had a number of projects to upgrade the environment and had worked with the building owners (NHS Property Services) to have the rooms fully refurbished and ongoing work included having a new floor, kitchen and decoration in the reception office with new records storage facilities.