

Wombwell PMS Practice

Quality Report

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

Ratings

Overall rating for this service

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 Wombwell PMS Practice on 15 February 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.
- Information about services and how to complain was available and easy to understand.
- Patients told us they were treated with compassion, dignity and respect, they were involved in all aspects of their care and decisions about their treatment.

- Patients told us they found it easy to make an appointment with a named GP, had access to urgent appointments available on the same day and there was continuity of care.
- 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 registered provider was aware of and complied with the requirements of the Duty of Candour.

We saw three areas of outstanding practice:

The practice continuously and actively sought feedback from patients, because of this the practice had set up their own carers group to support the families and carers of people living with dementia after patients told them there was little support available locally.

The nurses worked closely with the learning disability team. They used a video to show female patients with learning disabilities to understand cytology screening.

A homeless patient had declined offers of accommodation from other agencies. The practice staff

Summary of findings

worked together to equip this patient with a tent, warm clothes and a sleeping bag to keep them warm until they could be encouraged to consider accommodation. Patients told us of other occasions where homeless patients were supported within the community by the practice staff.

The areas where the provider should make improvement are:

To consistently apply recruitment procedures for all staff, including seeking written references.

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.

- There was an effective system in place for reporting and recording significant events.
- Lessons were shared at practice meetings 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.

Risks to patients were assessed and well managed with the exception of recently expired GTN spray for the treatment of angina in one of the Doctors bags. We brought this to the attention of the senior partner on the day of the inspection who told us these were rarely used and would be removed from use immediately.

There was no record of the verbal references taken for one of the clinical staff, however all other relevant checks were completed.

Good



Are services effective?

The practice is rated as good for providing effective services.

- Data from the Quality and Outcomes Framework showed patient outcomes were equal or above average for the locality and 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.

Good



Are services caring?

The practice is rated as good for providing caring services.

- Data from the National GP Patient Survey showed patients rated the practice comparable to others for all aspects of care.

Good



Summary of findings

- Patients told us 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 observed staff treating patients with kindness and respect and maintained patient and information confidentiality.
- The practice had several homeless patients registered with them, patients told us the practice staff were supportive of these patients within the community as well as in the practice.
- The practice continuously and actively sought feedback from patients, because of this the practice had set up their own carers group to support the families and carers of people living with dementia after patients told them there was little support available locally.
- The practice had set up a support group for patients with heart failure.
- The practice had produced a carer's support pack.

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.
- Patients told us they found it easy to make an appointment with a named GP with urgent appointments available the same day and there was continuity of care
- The First Contact Practitioners and Nurse Practitioner ran a telephone triage system. They were based next to the reception area and this enabled patients to be assessed and given appropriate advice in a timely manner. Patients could be referred to local pharmacies within the minor ailment scheme, seen by the most appropriate clinician, or directly admitted to hospital where necessary. Requests for medication could also be dealt with by the nurse practitioners, along with any patients presenting at the surgery needing an urgent assessment.
- 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. Evidence showed the practice responded quickly to issues raised. Learning from complaints was shared with staff and other stakeholders.

Good



Summary of findings

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 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 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 upon accordingly. The patient participation group was active and met quarterly.
- There was a strong focus on continuous learning and improvement at all levels for all members of staff.

Good



Summary of findings

The six population groups and what we found

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

Older people

The practice is rated as good for the care of older people.

- The practice offered proactive, personalised care to meet the needs of the older people within its population.
- The practice was responsive to the needs of older people, and offered home visits and urgent appointments for those with enhanced needs.
- Those at high risk of hospital admission were given a telephone number to bypass the telephone system.

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 and given a telephone number to bypass the telephone system.
- Diabetes indicators at 99% were 15% above the CCG and 10% above the national average.
- Longer appointments and home visits were available when needed.
- All the registered 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.
- There was information available on long term conditions and useful links on the practice website.
- The practice had set up a support group for patients with heart failure.

Good



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 or who were at risk, for example, children and young people who had a high number of A&E attendances. Immunisation rates were relatively high for all standard childhood immunisations.

Good



Summary of findings

- In the last 12 months, 86% of patients diagnosed with asthma had a review of their care.
- Patients told us children and young people were treated in an age-appropriate way and were recognised as individuals. We observed evidence of this on the day of the inspection to confirm this. There was also a drop in sexual health and contraception clinic after school hours.
- Appointments were available outside of school hours and the premises were suitable for children and babies.
- There were comfortable, private facilities for breast feeding and this was advertised.
- We saw positive examples of joint working with midwives, health visitors and school nurses.

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 reflected the needs for this age group.

Good



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 patients about how to access various support groups and voluntary organisations.
- Staff knew how to recognise the signs of abuse in 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.

Good



Summary of findings

The practice had several homeless patients registered. One of these patients had declined an offer of accommodation. The practice staff worked together to equip this patient with a tent, warm clothes and a sleeping bag to keep them warm until they could be encouraged to consider accommodation. Patients told us of other occasions where homeless patients were supported within the community by the practice staff.

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 living with dementia).

- Within the last 12 months, 89% of patients diagnosed with dementia had their care reviewed in a face to face meeting, which is comparable to the national average of 84%.
- The practice carried out advance care planning for patients living with dementia.
- The practice regularly worked with multi-disciplinary teams in the case management of people experiencing poor mental health, including those living with dementia.
- Patients experiencing poor mental health were advised 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.
- The practice had set up a carers group to support those caring for someone living with dementia after patients told them there was little support available locally.

Good



Summary of findings

What people who use the service say

The national GP patient survey results published on 2 July 2015 showed the practice was performing in line with local and national averages. Of the 302 survey forms distributed, 126 were returned. This represented 1% of the practice's patient list.

- 53% found it easy to get through to this surgery by phone compared to a CCG average of 67% and a national average of 73%. The practice responded to this by employing a further receptionist and adding an extra telephone line.
- 90% were able to get an appointment to see or speak to someone the last time they tried (CCG average 82%, national average 85%).
- 79% described the overall experience of their GP surgery as fairly good or very good (CCG average 84%, national average 85%).

- 85% said they would definitely or probably recommend their GP surgery to someone who has just moved to the local area (CCG average 77%, national average 78%).

As part of our inspection we also asked for CQC comment cards to be completed by patients prior to our inspection. We received 10 CQC comment cards which were all positive about the standard of care received. Patients told us they felt staff always gave them the time they needed. We spoke with seven patients during the inspection. All these patients told us they were happy with the care they received and thought staff were approachable, committed and caring.

Wombwell PMS Practice

Detailed findings

Our inspection team

Our inspection team was led by:

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

Background to Wombwell PMS Practice

Wombwell PMS Practice is approximately nine miles from Barnsley town centre serving a practice population of 9361. The practice catchment area has been identified as one of the fourth most deprived areas in England.

There are three GPs, two male and one female. They are supported by two female first contact practitioners, one female nurse practitioner, one clinical nurse specialist, two practice sisters, one practice nurse, one senior health care assistant, one health care assistant and a clinical assistant with a special interest in cardiology, a practice manager, an administrator, reception staff and clerical staff.

The reception, waiting areas, consulting rooms and disabled toilet facilities are on the ground floor. There is step free access into the building and easy access for those in wheelchairs or with pushchairs. There is a large car park.

Surgery opening times:

The practice is open between 8.30am and 6.30pm Monday to Friday.

Appointments are available from 9.00am to 12.00 noon and 2.00pm to 6.00pm daily with triage availability all day.

Extended surgery hours are offered on Monday and Tuesday evenings from 6.30pm to 7.30pm and Saturday mornings from 9.00am to 12.00 noon.

Out of hours care can be accessed via the surgery telephone number or by calling the NHS 111 service.

The practice is registered to provide; diagnostic and screening procedures, family planning, maternity and midwifery services, surgical procedures and the treatment of disease, disorder or injury at Chapelfield Medical Centre, Mayflower Way, Barnsley S73 0AJ.

Why we carried out this inspection

We inspected this service as part of our new 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 registered 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 15 February 2015. During our visit we:

Detailed findings

- Spoke with a range of staff including GPs, first contact practitioner, practice nurse, practice manager and reception staff and spoke with patients who used the service.
- Observed interactions between patients and staff and talked with carers and/or family members.
- Reviewed an anonymised sample of the personal care or treatment records of patients.
- Reviewed comment cards where patients and members of the public shared their views and experiences of the service.

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

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

- Is it well-led?

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

- Older people.
- People with long-term conditions.
- Families, children and young people.
- Working age people (including those recently retired and students).
- People whose circumstances may make them vulnerable.
- People experiencing poor mental health (including people living 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 complete a recording form available on the computer system.
- The practice carried out a thorough analysis of the significant events and had an annual review of all significant events to look for trends and to ensure that actions were embedded.

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.

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 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 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. The policy was displayed in each consulting room for quick reference. 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 children level three.
- A notice in the waiting room advised patients 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. One of the first contact practitioners was the infection control clinical lead who liaised with the local infection prevention teams to keep up to date with best practice. There was an infection control protocol in place and staff had received up to date training. 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 medicines 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. Four of the nurses had qualified as Independent Prescribers. They received mentorship and support from the medical staff for this extended role. 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 Health Care Assistants to administer vaccinations after specific training when a doctor or nurse was on the premises.
- We reviewed four recruitment files and found appropriate recruitment checks had been undertaken prior to employment in most cases. For example, proof of identification, references, qualifications, registration with the appropriate professional body and the appropriate checks through the Disclosure and Barring Service. We noted one member of staff had no evidence of written references on record while all other appropriate checks had been completed. We were told that verbal references had been taken and not documented.
- 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.

Are services safe?

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 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 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.

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 two areas of the practice.
- The practice had two defibrillators available on the premises and medical emergency oxygen with adult and children's masks. A first aid kit and accident book was also available.
- Emergency medicines were easily accessible to staff in two secure areas of the practice and all staff knew of their locations. 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 showed the practice had achieved 97% of the total number of points available, with 11.5% 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 2014/15 showed:

- Performance for diabetes related indicators at 99% was 15% higher than the CCG average and 10% higher than the national average.
- The percentage of patients with hypertension having regular blood pressure tests was 89%; this was 7% higher than the CCG average and 5% higher than the national average.
- Performance for mental health related indicators was 89%; this was 6% higher than the CCG average and 4% higher than the national average.

Clinical audits demonstrated quality improvement.

- There had been nine clinical audits completed in the last two years, four of these were completed audits where the improvements made were implemented and monitored. Audits were undertaken by all clinical staff.
- 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 employing an additional receptionist and adding an extra telephone line after a patient survey indicated this would make access by telephone easier.

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 it 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 and nurses. All staff had received an appraisal within the last 12 months.
- Staff received training that included: safeguarding, fire procedures, basic life support and information governance awareness. Staff had access to and made use of e-learning training modules and in house training.

Are services effective?

(for example, treatment is effective)

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 its 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, including when they were referred, or after they were discharged from hospital. We saw evidence that multi disciplinary team meetings took place on a weekly 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 relevance of consent and decision making requirements and the 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 for consent in line with relevant guidance.
- Where a patient's mental capacity to consent to care or treatment was unclear the GP or 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 with palliative care needs, carers, those at risk of developing a long term condition

and those requiring advice on their diet, smoking and alcohol cessation and those whose circumstances may make them vulnerable. Patients were signposted to the relevant service.

- A health trainer was available on the premises weekly and smoking cessation advice was available.

The practice's uptake for the cervical screening programme was 81%, which was comparable to the national average of 82%. There was a policy to offer telephone reminders for patients who did not attend for their cervical screening test. The practice demonstrated how they encouraged uptake of the screening programme by using information in different languages, for those with a learning disability and they ensured a female sample taker was available. The nurses worked closely with the learning disability team. They had a video to help female patients with learning disabilities to understand cytology screening. The practice also encouraged its patients to attend national programmes for bowel and breast cancer screening. The practice actively screened patients for lung disease and heart failure.

Childhood immunisation rates for the vaccinations given were comparable to CCG/national averages. For example, childhood immunisation rates for the vaccinations given to under two year olds ranged from 97% to 99% and five year olds from 97% to 100%.

Flu vaccination rates for the over 65s were 70%; these were also comparable to national averages. Flu vaccination rates for at risk groups was 42%, this was 10% below the national average. The practice was aware of this and had tried many different ways of increasing these numbers by sending text reminders to patients, sending letters and advertising. The practice was looking at advertising on local radio this year.

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. Appropriate follow-ups for the outcomes of health assessments and checks were made, where abnormalities or risk factors.

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 consultation and treatment room doors were closed during consultations; conversations taking place in these rooms could not be overheard.
- Reception staff knew when patients wanted to discuss sensitive issues or appeared distressed they could offer them a private room to discuss their needs.

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

We spoke with two 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. The practice was average in most areas for its satisfaction scores on consultations with GPs and nurses. For example:

- 85% said the GP was good at listening to them compared to the CCG average of 88% and national average of 89%.
- 82% said the GP gave them enough time (CCG average 87%, national average 87%).
- 95% said they had confidence and trust in the last GP they saw (CCG average 96%, national average 95%).
- 82% said the last GP they spoke to was good at treating them with care and concern (CCG average 86%, national average 85%).
- 92% said the last nurse they spoke to was good at treating them with care and concern (CCG average 92%, national average 91%).

- 90% 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 responded positively to most questions about their involvement in planning and making decisions about their care and treatment. Results were in line with local and national averages. For example:

- 84% said the last GP they saw was good at explaining tests and treatments (CCG average of 86% and national average of 86%).
- 79% said the last GP they saw was good at involving them in decisions about their care (CCG average 82%, national average 82%).
- 89% said the last nurse they saw was good at involving them in decisions about their care (CCG average 87%, national average 85%).

Staff told us 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

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. There were posters in the building advising patients to tell the practice if they were carers. Written information was available to direct carers to the various avenues of support available to them.

Staff told us if families had suffered bereavement, the staff sent them a sympathy card. 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.

- 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 and found it difficult to access the service.
- Same day appointments were available for children and those with serious medical conditions.
- Patients were able to receive travel vaccinations available on the NHS as well as those only available privately.
- There were disabled facilities, a hearing loop and translation services available.
- The practice had set up a carers group to support those caring for people living with dementia after patients told them that there was little support available locally.

Access to the service

The practice was open between 8.30am and 6.30pm Monday to Friday.

Appointments were available from 9.00am to 12.00 noon and 2.00pm to 6.00pm daily with triage availability all day.

Extended surgery hours were offered on Monday and Tuesday evenings from 6.30pm to 7.30pm and Saturday mornings from 9.00am to 12.00 noon.

In addition to pre-bookable appointments that could be booked up to six weeks in advance, urgent appointments were also available for people that needed them. The First Contact Practitioners and Nurse Practitioner ran a telephone triage system. They were all trained in telephone triage and either advised patients, signposted them to other services or made them a GP or nurse appointment. In

the last 12 months this service had taken 17,680 calls and they were in the process of auditing how many of these calls had avoided unnecessary hospital admission or unnecessary GP and nurse appointments.

Appointments could also be made on line or requested by email.

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

- 73% of patients were satisfied with the practice's opening hours (CCG average of 76% and national average of 75%).
- 53% patients said they could get through easily to the surgery by phone (CCG average 64%, national average 73%). The practice had responded to this by employing another receptionist and fitting an additional telephone line.
- 46% patients said they always or almost always see or speak to the GP they prefer (CCG average 55%, national average 59%).

People 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 an effective system in place for handling complaints and concerns.

- The 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 information was available to help patients understand the complaints system. We looked at six complaints received in the last 12 months and found these were satisfactorily handled and dealt with in a timely way. Lessons were learnt from concerns and complaints and action was taken to as a result to improve the quality of care.

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.

- The practice had a mission statement which was displayed in the waiting areas 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 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 registered 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.

When there were unexpected or unintended safety incidents:

- The practice gave affected people reasonable support, truthful information and a verbal and written apology.

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, particularly by the partners and management 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. They 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 they are looking at improving parking close to the surgery doors. The practice had gathered feedback from staff through the friends and family test and generally through staff meetings, appraisals and discussion. Staff told us they 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.

Continuous improvement

There was a strong focus on continuous learning and improvement at all levels within the practice. Reception staff were supported with NVQ training in areas such as customer service skills. All staff were actively encouraged to

Are services well-led?

Good 

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

attend training in subjects that they found interesting or useful and to develop their roles. The practice team was forward thinking and lifelong learning was encouraged to improve outcomes for patients in the area.