

The Porch Surgery

Quality Report

Beechfield Road

Corsham

Wiltshire

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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?

Outstanding



Are services well-led?

Good



Summary of findings

Contents

Summary of this inspection

	Page
Overall summary	2
The five questions we ask and what we found	4
The six population groups and what we found	8
What people who use the service say	12
Outstanding practice	12

Detailed findings from this inspection

Our inspection team	13
Background to The Porch Surgery	13
Why we carried out this inspection	13
How we carried out this inspection	13
Detailed findings	15

Overall summary

We carried out an announced comprehensive inspection at The Porch Surgery on 20 September 2016. Overall the practice is rated as good, and outstanding for providing responsive services.

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.
- 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. 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.
- The practice had good facilities and was well equipped to treat patients and meet their needs.
- The patient participation group (PPG) were well engaged and represented the patient population across a diverse range of professional backgrounds. The PPG suggestions for changes to the practice management team had been acted upon and as well as this, the group had raised awareness about patient services.
- 97% of patients diagnosed with dementia had had their care reviewed in a face to face meeting in the last 12 months, which was better than both the clinical commissioning group (CCG) average of 86% and national average of 84%.
- The practice worked closely with a local charity that provided patient transport.
- The practice was participating in a social prescribing scheme to support people who attended their GP surgery but did not necessarily require medical care.

Summary of findings

Social prescribing supports people with issues such as social isolation and coping with caring responsibilities, to connect to services and groups that can help improve their wellbeing and meet their wider needs.

- Staff had lead roles that improved outcomes for patients such as a care co-ordinator.
- Patients had access at the practice to drop-in clinics from outside agencies for example those specialising in bereavement care.
- The practice was proactive in ensuring that vulnerable patients who did not attend their scheduled appointments were contacted by the practice nurse, assessed and if necessary booked for a same day appointment at the practice.
- 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.
- A leaflet was available at reception with introductory phrases available in a range of different languages, for patients who attended the practice and who English as a second language.
- The practice was proactive in developing services that met patient needs. For example, the practice helped to co-ordinate meetings with agencies concerned with supporting local patients who need additional help, but would not ordinarily come under the remit of General Practice. A directory of local support and services has been developed as a result of the meetings.
- The provider was aware of and complied with the requirements of the Duty of Candour.
- 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.

- The practice hosted a talking therapy service for patients who had experienced a bereavement, were carers, or were experiencing mental health issues. The service was funded by the local clinical commissioning group (CCG) and was available on referral.

We saw five areas of outstanding practice:

- The practice nurse manager visited a local nursery school to provide basic life support classes for children. The nurse manager used an anatomical skeleton model to inform children about the structure and function of bones; and a medical resuscitation doll when informing children about who to contact, when faced with an unconscious patient.
- The practice was proactive in developing links with a local secondary school, to identify children who were carers. At the time of inspection, the practice was in regular contact with three school children who were carers, and provided advice and support.
- The practice was proactive in engaging with the local Travellers community. Immunisation rates for Travellers registered at the practice had increased over the last two years. At the time of inspection, 13 (of 15) children under five years old had received a full course of vaccines, with the remaining two children due to complete their full course of vaccines.
- Practice staff designed a template to record any concerns they may have about a patient's welfare. The completed template was then referred to the safeguarding lead, and linked with the practice's safeguarding processes.
- The practice initiated, set-up and developed 'The Brunel Shed', which uses woodwork and other activities to help patients combat social isolation, share resources and learn new skills.

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 to make sure action was taken to improve safety in the practice.
- When things went wrong patients received reasonable support, truthful information, and a 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.

Good



Are services effective?

The practice is rated as good for providing effective services.

- Data from the Quality and Outcomes Framework for April 2015 to March 2016 showed patient outcomes were at or above average for the locality and compared to the national average.
- Staff assessed needs and delivered care in line with current evidence based guidance.
- We saw a programme of clinical audits that included improvements that could impact positively on patient care.
- Staff had the skills, knowledge and experience to deliver effective care and treatment.
- There was evidence of appraisals and personal development plans for all staff.
- Staff worked with multidisciplinary teams to understand and meet the range and complexity of patients' needs.
- The practice has put measures in place to reduce the number of missed appointments. We saw evidence that the practice had achieved a 27% reduction in missed appointments between 2012 and 2015.

Good



Are services caring?

The practice is rated as good for providing caring services.

- Data from the national GP patient survey (July 2016) showed patients rated the practice as either comparable with or better than other local practices for several aspects of care.

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.
- The practice had identified patients who were carers and alerted them whenever a local carers group met. This provided an opportunity for carers to gain support and raised awareness of carer's services locally.
- Vulnerable patients who did not attend their scheduled appointments were contacted by a practice nurse, to check their welfare.
- The practice care co-ordinator telephoned patients on discharge from hospital to offer support, and to enquire whether a GP visit or other assistance was required. The care co-ordinator also visited patients in their homes.

Are services responsive to people's needs?

The practice is rated as outstanding 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 (CCG) to secure improvements to services where these were identified. For example, the practice worked with the CCG to provide a more easily accessible and comprehensive leg ulcer service for patients.
- Patients said they found it easy to make an appointment with a named GP and there was continuity of care, with regular appointments available the same day.

The practice implemented suggestions for improvements and made changes to the way it delivered services as a consequence of patient feedback. The practice had good facilities and was well-equipped to treat patients and meet their needs.

- Information about how to complain was available and easy to understand, and the practice responded quickly when issues were raised. Learning from complaints was shared with staff and other stakeholders.
- The practice was proactive in responding to patients' needs and tailored services accordingly. For example:
 - The practice worked with other health professionals to minimise unnecessary hospital admissions;

Outstanding



Summary of findings

- Patients were able to access the practice by telephone, and face to face;
- The practice sent text reminders for appointments;
- The practice increased the length of individual appointment times for patients with complex medical conditions.
- Telephone appointments were offered where appropriate, as an alternative to face-to-face consultations.
- The practice worked with a local voluntary group who provide transport for patients attending practice and hospital appointments.
- The practice was proactive in engaging with the local Travellers community. At the time of inspection, 13 (of 15) under five year olds had received a full course of vaccinations, with the remaining two children due to complete their course of vaccinations.
- The practice hosted a talking therapy service for patients who have experienced a bereavement, were carers, or were experiencing mental health issues. The service was funded by the local clinical commissioning group (CCG) and was available on referral.
- The practice invested in a monitor for patients to record their own blood pressure, and a blood pressure monitor was located in a room next to the reception area.
- The practice referred patients to local community health improvement schemes such as the 'Health Trainer Programme', run by Wiltshire Council in partnership with local GP practices. The scheme helps people with medical conditions such as diabetes and coronary heart disease (who are not normally active) to access a supported 12-week exercise programme.
- The practice initiated, set-up and developed 'The Brunel Shed', which uses woodwork and other activities to help patients combat social isolation, share resources and learn new skills.
- In 2016, the practice received the Carers 'Gold Plus Award' from a local charity. This was the highest level award, in recognition of the services it provides to carers. The practice organises two carers clinics every year which consist of a health check and an appointment with a case worker from Carer Support Wiltshire. The practice organises a carers seminar where speakers are arranged to address topics that carers have chosen, and which will help them in their caring role.
- The practice hosted a twice-yearly clinic for carers to receive a health check.
- The practice nurse manager visited a local nursery school to provide basic life support classes for children.

Summary of findings

- The practice was proactive in developing links with a local secondary school, to identify young carers and provide them with support and advice.
- Reception staff produced a list of questions that ambulance control was likely to ask, when a patient attending the practice required emergency hospital admission. This meant that information could be obtained more easily, without the need for post-admission queries to the GP.

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 it.
- 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 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 provider 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.
- There was a strong focus on continuous learning and improvement at all levels.
- The Porch Surgery is a training practice for doctors and currently has one trainee in their third year of a specialty training programme.

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.

Good



- The practice offered proactive, personalised care to meet the needs of the older patients in its population.
- Older patients with complex care needs or those at risk of hospital admissions had personalised care plans which were shared with local organisations to facilitate continuity of care.
- The practice was responsive to the needs of older patients, and offered home visits and urgent appointments for those with enhanced needs.
- The practice care-co-ordinator worked closely with district nurses, occupational therapists and social services agencies to avoid unplanned hospital admissions for older patients.
- The practice referred patients to local community health improvement schemes.
- Patients had access at the practice to drop-in clinics from outside agencies for example an agency dealing with bereavement care.

People with long term conditions

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

Good



- Nursing staff had lead roles in chronic disease management and patients at risk of hospital admission were identified as a priority.
- Performance for patients with long-term conditions compared with national averages. For example, 74% of patients with asthma, on the register, had had an asthma review in the preceding 12 months, compared to the national average of 75%. The review included three patient-focused outcomes that acted as a further prompt to review treatment.
- Longer appointments and home visits were available when needed.
- All these patients had a named GP and a structured annual review to check their health and medicines needs were being met. For those patients with the most complex needs, the named GP worked with relevant health and care professionals to deliver a multidisciplinary package of care.
- The practice routinely offered longer appointments for patients with complex medical needs.

Summary of findings

- The practice offered patients hormone therapy for the treatment of prostate cancer.

Families, children and young people

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

Good



- There were systems in place to identify and follow up children living in disadvantaged circumstances and who were at risk, for example, children and young people who had a high number of A&E attendances. Immunisation rates were relatively high for all standard childhood immunisations.
- Patients told us that children and young people were treated in an age-appropriate way and were recognised as individuals, and we saw evidence to confirm this. The practice assessed the capability of young patients using Gillick competencies. These competencies are an accepted means to determine whether a child is mature enough to make decisions for themselves.
- The percentage of women aged 25-64 whose notes recorded that a cervical screening test had been performed in a target period of three-and-a-half or five-and-a-half years was 73%, which was comparable to the national average of 74%.
- Appointments were available outside of school hours and the premises were suitable for children and babies.
- We saw positive examples of joint working with midwives, health visitors and school nurses.
- The practice provided first aid classes to children at a local primary school.
- The practice was proactive in engaging with the local Travellers community. In the past year, 87% of children under five years old had received a full course of vaccines.
- The practice identified young carers in a local secondary school and provided them with advice and support.

Working age people (including those recently retired and students)

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

Good



- 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.

Summary of findings

- The practice offered extended morning and evening appointments with a GP, and appointments with a GP or a nurse on Saturday mornings.
- Patients were able to order repeat prescriptions on-line.
- The practice offered text reminders for appointments.
- Telephone appointments were offered where appropriate, as an alternative to face-to-face consultations.
- The practice checked the medical records of patients aged 16 and under when their appointments were cancelled, to identify any potential concerns.

People whose circumstances may make them vulnerable

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

- The practice held a register of patients living in vulnerable circumstances including those with a learning disability.
- The practice offered longer appointments for patients with a learning disability.
- The practice regularly worked with other health care professionals in the case management of vulnerable patients.
- The practice informed vulnerable patients about how to access various support groups and voluntary organisations.
- Staff knew how to recognise signs of abuse in vulnerable adults and children. Staff were aware of their responsibilities regarding information sharing, documentation of safeguarding concerns and how to contact relevant agencies in normal working hours and out of hours.
- The practice was proactive in ensuring that vulnerable patients who did not attend their scheduled appointments were visited by the practice nurse, assessed and if necessary, booked for a same day appointment at the practice.

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).

- 97% of patients diagnosed with dementia had had their care reviewed in a face to face meeting in the last 12 months, which was better than both the clinical commissioning group (CCG) average of 86% and national average of 84%.

Good



Summary of findings

- The percentage of patients with schizophrenia, bipolar affective disorder and other psychoses who had a comprehensive, agreed care plan documented in their records in the preceding 12 months was 93%, which was better than the national average of 83%.
- The practice regularly worked with multi-disciplinary teams in the case management of people experiencing poor mental health, including those with dementia.
- The practice carried out advance care planning for patients with dementia.
- The practice had told patients experiencing poor mental health about how to access various support groups and voluntary organisations.
- The practice had a system in place to follow up patients who had attended accident and emergency where they may have been experiencing poor mental health.
- Staff had a good understanding of how to support patients with mental health needs and dementia.

Summary of findings

What people who use the service say

The latest national GP patient survey results were published in July 2016. The results showed the practice performance was either better than or comparable with national averages. For the survey 218 survey forms were distributed and 122 were returned, representing around 1% of the practice's patient list.

- 80% of patients found it easy to get through to the practice by telephone compared with the national average of 73%.
- 81% of patients were able to get an appointment to see or speak to someone the last time they tried compared with the national average of 76%.
- 86% of patients described the overall experience of their GP practice as good compared with the national average of 85%.
- 83% of patients said they would recommend their GP practice to someone who has just moved to the local area, compared with the national average of 80%.

As part of our inspection we also asked for Care Quality Commission (CQC) comment cards to be completed by patients prior to our visit. We reviewed the 32 comment cards we had received which were positive about the service experienced. Patients described GPs and reception staff as being caring and respectful, and taking the time to listen to their concerns. Patients told us they were given advice about their care and treatment which they understood and which met their needs. We spoke with two patients during the inspection who told us they were happy with the care they received and thought staff were approachable, committed and caring.

We looked at the latest submitted NHS Friends and Family Test results, where patients are asked if they would recommend the practice. The practice submitted data for 2016 which showed that 229 of 244 respondents (around 94%) would recommend the practice to family and friends, whilst seven of 244 respondents (around 3%) would not recommend the practice.

Outstanding practice

We saw five areas of outstanding practice:

- The practice nurse manager visited a local nursery school to provide basic life support classes for children. The nurse manager used an anatomical skeleton model to inform children about the structure and function of bones; and a medical resuscitation doll when informing children about who to contact, when faced with an unconscious patient.
- The practice was proactive in developing links with a local secondary school, to identify children who were carers. At the time of inspection, the practice was in regular contact with three school children who were carers, and provided advice and support.
- The practice was proactive in engaging with the local Travellers community. Immunisation rates for

Travellers registered at the practice had increased over the last two years. At the time of inspection, 13 (of 15) children under five years old had received a full course of vaccines, with the remaining two children due to complete their full course of vaccines.

- Practice staff designed a template to record any concerns they may have about a patient's welfare. The completed template was then referred to the safeguarding lead, and linked with the practice's safeguarding processes.
- The practice initiated, set-up and developed 'The Brunel Shed', which uses woodwork and other activities to help patients combat social isolation, share resources and learn new skills.

The Porch Surgery

Detailed findings

Our inspection team

Our inspection team was led by:

Our inspection team was led by a CQC lead inspector and included a GP specialist advisor and a nurse specialist advisor.

Background to The Porch Surgery

The Porch Surgery is located in Corsham, a Wiltshire market town at the south western edge of the Cotswolds. The practice has occupied its current, purpose-built facility since 1991. Rooms for consulting, treatment and minor illness are located on the ground floor, with rooms for administration and medical secretaries on the first floor.

The Porch Surgery is one of 57 GP practices in the NHS Wiltshire Clinical Commissioning Group (CCG) area and has around 11,750 registered patients, most of whom live within a three mile radius of the practice. The practice patient population deviates from the England average for certain age groups. For instance, the 20 to 24 and 25 to 29 age groups are noticeably below the England average, and the 65 to 69 year age group is noticeably above the England average.

The practice population is 98% white, with the largest minority ethnic population (around 0.9%) being Asian or Asian British. A measure of deprivation in the local area recorded a score of nine, on a scale of one to ten. A higher score indicates a less deprived area. (Note: an area itself is not deprived, it is the circumstances and lifestyles of the people living there that affect its deprivation score. Not everyone living in a deprived area is deprived and not all deprived people live in deprived areas).

The practice team consists of six GP partners (three male, three female) and four salaried GPs (all female). In addition there is one nurse manager, three practice nurses, one health care assistant, three phlebotomists and an emergency care practitioner, or ECP, employed. (An ECP is a paramedic with enhanced skills in medical assessment and extra clinical skills over and above those of a standard paramedic, qualified nurse or other ambulance crew such as technicians). The clinicians are supported by a practice manager (who is also a partner in the practice), a deputy practice manager, and a team of administrators and medical secretaries. The practice has a General Medical Services contract with NHS England (a locally agreed contract negotiated between NHS England and the practice).

The Porch Surgery is a training practice for doctors and currently has one trainee in their third year of a specialty training programme.

The Porch Surgery takes calls from 8am and doors are open from 8.15am to 6.30pm, Monday to Friday. Routine GP appointments are available from 8.10am to 11.40am and from 1.30pm to 6.20pm, Monday to Friday. The practice provides extended hours early appointments with a GP from 7.15am for one day per week, and extended hour's late appointments with a GP from 6.30pm to 7.30pm for one evening per week. Routine GP and nurse appointments are available on alternate Saturday mornings. All appointments can be pre-booked up to three weeks in advance.

The practice has opted out of providing Out Of Hours services to its own patients. Outside of normal practice hours, patients can access NHS 111 and an Out Of Hours GP service. Information about the Out Of Hours service was available on the practice website, on the front door, in the patient registration pack, and as an answerphone message.

Detailed findings

The Porch Surgery provides regulated activities from its sole location at Beechfield Road, Corsham, Wiltshire SN13 9DL.

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 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

We reviewed a range of information we hold about the practice in advance of the inspection and asked other organisations to share what they knew. We carried out an announced visit on 20 September 2016. During our visit we:

- Spoke with a range of staff including GPs, nurses and administrative staff, and four patients who used the service;
- Observed how patients were being cared for and talked with carers and family members;

- Reviewed an anonymised sample of the personal care or treatment records of patients;
- Reviewed 32 Care Quality Commission 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 Care Quality Commission 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. The incident recording form supported the recording of notifiable incidents under the duty of candour. (The duty of candour is a set of specific legal requirements that providers of services must follow when things go wrong with care and treatment).
- We saw evidence that when things went wrong with care and treatment, patients were informed of the incident, received reasonable support, truthful information, a written apology and were told about any actions to improve processes to prevent the same thing happening again.
- The practice carried out a thorough analysis of the significant events.

We reviewed safety records, incident reports, 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. Discussions took place immediately following a significant event, at one of the (daily) clinical meetings. Information was cascaded to staff through circulated minutes. We saw evidence that lessons learnt were shared and action was taken to improve safety in the practice. For example, the practice did not follow the correct protocol for one patient's blood pressure results, meaning that their operation could have been delayed. The practice receptionists were reminded of the blood pressure range that should prompt an alert to a GP. GPs and their personal assistants were also reminded of the need to record the blood pressure reading onto a patient's record.

Overview of safety systems and processes

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

- Arrangements were in place to safeguard children and vulnerable adults from abuse. These arrangements reflected relevant legislation and local requirements.

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. Practice staff had designed a template to record any concerns they may have about a patient's welfare. The completed template was then referred to the GP safeguarding lead, and acted as an additional assurance process.

- All staff had received the appropriate safeguarding training. A GP partner was the lead member of staff for safeguarding adults and children. 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 on safeguarding children and adults relevant to their role. All clinical staff and the practice manager were trained to safeguarding level three. The phlebotomist, assistant practice manager and other non-clinical staff were trained either to level one or level two.
- A notice at the reception desk and in all the consulting rooms advised patients that chaperones were available if required. All staff who acted as chaperones had received a Disclosure and Barring Service check (DBS check). (DBS checks identify whether a person has a criminal record or is on an official list of people barred from working in roles where they may have contact with children or adults who may be vulnerable).
- The practice maintained appropriate standards of cleanliness and hygiene. We observed the premises to be clean and tidy. The lead nurse was the infection control lead who liaised with the local infection prevention teams to keep up-to-date with current 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 vaccines, in the practice kept patients safe (including obtaining, prescribing, recording, handling, storing, security and disposal). Processes were in place for handling repeat prescriptions which included the review of high risk medicines. 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

Are services safe?

safe prescribing. Blank prescription forms and pads were securely stored and there were systems in place to monitor their use. We saw evidence that the audit trail covered every aspect of the prescriptions journey.

- Patient Group Directions had been adopted by the practice to allow nurses to administer medicines in line with legislation. Health care assistants were trained to administer vaccines and medicines against a patient specific prescription or direction from a prescriber.
- The practice held stocks of controlled drugs (medicines that require extra checks and special storage because of their potential misuse) and had procedures in place to manage them safely. There were also arrangements in place for the destruction of controlled drugs.
- We reviewed five personnel files and found appropriate recruitment checks had been undertaken prior to employment. For example, proof of identification, references, qualifications, registration with the appropriate professional body and the appropriate checks through the Disclosure and Barring Service.
- The practice had used one locum GP in 2016 due to maternity cover. We found that appropriate recruitment checks were in place.

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 in the practice manager's room 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 the treatment room.
- The practice had a defibrillator available on the premises and oxygen with adult and children's masks. A first aid kit and accident book were available.
- Emergency medicines were easily accessible to staff in a secure area of the practice and all staff knew of their location. All the medicines we checked were in date, fit for use and stored securely.
- The practice had a comprehensive business continuity plan in place for major incidents such as power failure or building damage. The plan included emergency contact numbers for staff.

Are services effective?

(for example, treatment is effective)

Our findings

Effective needs assessment

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

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

Management, monitoring and improving outcomes for people

The practice used the information collected for the Quality and Outcomes Framework (QOF) and performance against national screening programmes to monitor outcomes for patients. (QOF is a system intended to improve the quality of general practice and reward good practice). The most recent published results were 99% of the total number of points available, with 12% exception reporting overall. (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).

We noted one area where the practice had a high exception rate, relative to the clinical commissioning group (CCG) and national figures: patients with a diagnosis of asthma, on the register, who had had an asthma review in the preceding 12 months. We looked at unverified data for the first seven months for 2016/2017 and saw that results had improved. This practice was not an outlier for any other QOF (or other national) clinical targets. Data from 2014-2015 showed:

- The percentage of patients on the diabetes register, with a record of a foot examination and risk classification within the preceding 12 months was 90% compared to the clinical commissioning group (CCG) average of 91% and national average of 88%.
- The percentage of patients with high blood pressure having regular blood pressure tests was comparable with local and national averages. For example, the

percentage of patients with high blood pressure in whom the last blood pressure reading was a satisfactory level was 89%, compared to the CCG average of 85% and national average of 84%.

- Performance for mental health related indicators was either better than or comparable with local and national averages. For example, the percentage of patients with schizophrenia, bipolar affective disorder and other psychoses who have a comprehensive, agreed care plan documented in the record in the preceding 12 months was 98%, compared to the CCG average of 93% and national average of 88%.

There was evidence of quality improvement including clinical audit.

- There had been ten clinical audits completed in the last year, four of which were completed second-cycle audits where the improvements made were implemented and monitored.
- The practice participated in local audits, national benchmarking, accreditation, peer review and research.
- Findings were used by the practice to improve services. For example, the practice conducted an audit to check whether patients with Coeliac Disease (a disease in which the small intestine is hypersensitive to gluten, leading to difficulty in digesting food) were having regular blood tests to identify deficiencies and poor adherence to a gluten-free diet. The audit found that some patients had not had a scan or a relevant blood test in the past year. The practice repeated the audit and found an increase in the number of patients who had had a scan or a relevant blood test. The practice now writes to patients who do not respond to an invitation letter and who did not have any gluten-free products on their repeat lists. The practice has now also altered the letter it sends to patients, adding a request for their current body weight and information about repeating the audit in the near future.

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. They covered such topics as safeguarding, infection prevention and control, fire safety, health and safety and confidentiality.

Are services effective?

(for example, treatment is effective)

- 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 vaccines and taking samples for the cervical screening programme had received specific training which had included an assessment of competence. Staff who administered vaccines could demonstrate how they stayed up to date with changes to the immunisation programmes. For example, by accessing on-line resources and discussion at practice nurse meetings.
- The learning needs of staff were identified through a system of appraisals, meetings and reviews of practice development needs. Staff had access to appropriate training to meet their learning needs and to cover the scope of their work. This included ongoing support during sessions, one-to-one meetings, appraisals, coaching and mentoring, clinical supervision and facilitation and support for revalidating GPs. All staff had had an appraisal within the last 12 months.
- 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.
- The practice nurses regularly attended multi-disciplinary team meetings to review patients' care.
- The practice has put measures in place to reduce the number of missed appointments. We saw evidence that the practice had achieved a 27% reduction in missed appointments between 2012 and 2015.

Coordinating patient care and information sharing

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

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

Staff worked together and with other health and social care professionals to understand and meet the range and

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

Consent to care and treatment

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

- Staff had undertaken the relevant consent and decision-making requirements of legislation and guidance, including the Mental Capacity Act 2005.
- When providing care and treatment for children and young people, staff carried out assessments of capacity to consent in line with relevant guidance.
- Where a patient's mental capacity to consent to care or treatment was unclear the GP or practice nurse assessed the patient's capacity and recorded the outcome of the assessment.
- The process for seeking consent was monitored through records audits.

Supporting patients to live healthier lives

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

- These included patients in the last 12 months of their lives, carers, those at risk of developing a long-term condition, those requiring advice on their diet, smoking and alcohol cessation and those aged over 75 years. Patients were then signposted to the relevant service.
- The practice nurses and health care assistants offered support with health and well-being issues for patients. We saw evidence that this support included self-managing a long term health condition or changing health behaviours.
- The practice's uptake for the cervical screening programme, for women aged between 25-64 years was 77%, which was below both the clinical commissioning group (CCG) average of 84% and national average of 82%. The practice demonstrated how they encouraged uptake of the screening programme by using a system of alerts for those patients with an identified learning disability, by using information in different languages, and by ensuring whenever possible that a female sample taker was available. There were failsafe systems

Are services effective?

(for example, treatment is effective)

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 following abnormal results.

- The practice also encouraged patients to attend national screening programmes for bowel and breast cancer screening. Bowel cancer screening rates in the last 30 months for those patients aged between 60 and 69 years of age were 62%, which was comparable with the clinical commissioning group (CCG) average of 63% and the national average of 58%.
- Childhood immunisation rates were comparable with CCG averages. For example, vaccines given to under two

year olds at the practice ranged from 95% to 98% compared with 95% to 97% for the CCG. Vaccines given to under five year olds at the practice ranged from 91% to 96% compared with the CCG range from 91% to 97%.

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 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 patient privacy and dignity during examinations, investigations and treatments.
- We noted that consultation and treatment room doors were closed during consultations; conversations taking place in these rooms could not be overheard.
- Reception staff knew when patients wanted to discuss sensitive issues or appeared distressed and could offer them a private room to discuss their needs.
- We noted that the practice had installed an electronic booking-in system to speed up the process and help maintain patient privacy.
- Vulnerable patients who did not attend their scheduled appointments were contacted by a practice nurse, to check their welfare.
- Staff told us that on many occasions, visits by the GP were conducted outside of core hours to patients who required extra help.

All of the 32 patient Care Quality Commission comment cards we received were positive about the service experienced. Patients said they felt the practice offered an excellent service and staff were helpful and caring, and treated them with dignity and respect. The practice proactively sought feedback from staff and patients, which it acted on. For example, patients indicated that the practice's blood pressure booth was not wheelchair friendly. The practice displayed a sign advising patients to request to see a receptionist prior to using the booth, who would rearrange the layout to facilitate wheelchair access.

Results from the national GP patient survey (July 2016) also showed patients felt they were treated with compassion, dignity and respect. The practice was comparable with the local clinical commissioning group (CCG) and national averages for its satisfaction scores on consultations with GPs and nurses. For example:

- 88% of patients said the GP was good at listening to them compared to the CCG average of 92% and national average of 89%.

- 89% of patients said the GP gave them enough time (CCG average 90%, national average 87%).
- 95% of patients said they had confidence and trust in the last GP they saw (CCG average 97%, national average 95%).
- 80% of patients said the last GP they spoke to was good at treating them with care and concern (national average 85%).
- 94% of patients said the last nurse they spoke to was good at treating them with care and concern (national average 91%).
- 85% of patients said they found the receptionists at the practice helpful (CCG average 90%, 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 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 positive and aligned with these views.

Results from the national GP patient survey (January 2016) showed patients responded positively to questions about their involvement in planning and making decisions about their care and treatment. Results compared with local and national averages. For example:

- 88% of patients said the last GP they saw was good at explaining tests and treatments compared to the clinical commissioning group (CCG) average of 90% and national average of 86%.
- 83% of patients said the last GP they saw was good at involving them in decisions about their care (national average 82%).
- 83% of patients said the last nurse they saw was good at involving them in decisions about their care (national average 85%).

Staff told us translation services were available for patients who did not have English as a first language, and the practice website had the functionality to translate information into around 90 different languages. A leaflet was available at reception with phrases available in different languages, for patients who attended the practice and had English as a second language.

Are services caring?

Patient and carer support to cope emotionally with care and treatment

- The practice's computer system alerted GPs if a patient was also a carer. The practice had identified 170 patients as carers (around 1.5% of the practice list). A practice receptionist acted as a carer's co-ordinator. The carer's co-ordinator reviewed the carers register at all staff meetings, and outlined the different support groups available to carers. We saw patient records were flagged for those identified as carers, and that the practice offered more flexibility around appointment times.

- The practice was proactive in developing links with a local secondary school, to identify young carers and provide them with support and advice. At the time of inspection, three school children were in regular contact with the practice

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



Are services responsive to people's needs?

(for example, to feedback?)

Our findings

Responding to and meeting people's needs

- The practice reviewed the needs of its local population and engaged with the NHS England Area Team and clinical commissioning group (CCG) to secure improvements to services where these were identified. For example, the practice has engaged with the CCG and other local GP practices to tender for leg ulcer services, to provide patients with a more responsive service.
- Home visits were available for patients who would benefit from these.
- Same day appointments were available for children and those with serious medical conditions.
- The practice system alerted staff to patients with a learning disability who would benefit from flexibility around length and times of appointments.
- Patients were able to receive travel vaccines available on the NHS. Those vaccines only available privately were referred to other clinics.
- Receptionists dealt with all queries both in person and on the phone, and were responsible for booking appointments.
- Patients with a long term condition were offered an annual review.
- We saw evidence that the practice was working to the Gold Standards Framework for those patients with end of life care needs.
- The practice was proactive in responding to patients' needs and tailored services accordingly. For example:
 - The practice worked with other health professionals to minimise unnecessary hospital admissions;
 - Patients were able to access the practice by telephone, and face to face;
 - The practice sent text reminders for appointments;
 - The practice increased the length of individual appointment times for patients with complex medical conditions;
 - Telephone appointments were offered where appropriate, as an alternative to face-to-face consultations.
- The practice worked with a local voluntary group who provide transport for patients attending practice and hospital appointments.
- We noted that the practice had installed an electronic booking-in system, to speed up the process and help maintain patient privacy. The booking-in screen displayed a range of national flags to guide patients to instructions in their own language. As well as a portable hearing loop, interpreting and translation services were available for patients who were either deaf or had a hearing impairment. Practice leaflets could be made available in large print and Easy Read format, which makes information easier to access for patients with learning disabilities.
- The practice nurse manager visited a local nursery school to provide basic life support classes to children. The nurse manager used an anatomical skeleton model to inform children about the structure and function of bones; jelly in a bowl to represent a heart; and a medical resuscitation doll when informing children about who to contact, when faced with an unconscious patient.
- The practice was proactive in engaging with the local Travellers community. Immunisation rates for Travellers had increased over the last two years. At the time of inspection, 13 (of 15) children under five years old had received a full course of vaccines, with the remaining two children due to complete their full course of vaccines.
- The practice was proactive in developing links with a local secondary school, to identify young carers and provide them with support and advice. At the time of inspection, three school children were in regular contact with the practice.
- Practice staff designed a template to record any concerns they might have about a patient's welfare. The completed template was then referred to the safeguarding lead, and linked with the practice's safeguarding processes.
- The practice hosted a talking therapy service for patients who have suffered bereavement, were carers, or were experiencing mental health issues. The service was funded by the local clinical commissioning group (CCG) and was available on referral.
- The practice invested in a monitor for patients to record their own blood pressure, and a blood pressure monitor was located in a room next to the reception area.
- Reception staff produced a list of questions that ambulance control was likely to ask, when a patient attending the practice required emergency hospital admission. This meant that information could be obtained more easily, without the need for post-admission queries to the GP.
- The practice referred patients to local community health improvement schemes such as the 'Health Trainer



Are services responsive to people's needs?

(for example, to feedback?)

Programme', run by Wiltshire Council in partnership with local GP practices. The scheme helps people with medical conditions such as diabetes and coronary heart disease (who are not normally active) to access a supported 12-week exercise programme.

- The practice initiated, set-up and developed 'The Brunel Shed', which uses woodwork and other activities to help patients combat social isolation, share resources and learn new skills.

Access to the service

The Porch Surgery took calls from 8am and doors were open from 8.15am to 6.30pm, Monday to Friday. Routine GP appointments were available from 8.10am to 11.40am and from 1.30pm to 6.20pm, Monday to Friday. The practice provided extended hours early appointments with a GP from 7.15am for one day per week, and extended hour's late appointments from 6.30pm to 7.30pm for one evening per week. Routine GP and nurse appointments were available on alternate Saturday mornings. All appointments could be pre-booked up to three weeks in advance. The practice had opted out of providing Out Of Hours services to its own patients. Outside of normal practice hours, patients could access NHS 111 and an Out Of Hours GP service. Information about the Out Of Hours service was available on the practice door on its website, and as an answerphone message.

Results from the latest national GP patient survey (July 2016) showed that patient satisfaction with how they could access care and treatment was mixed. For example:

- 77% of patients were satisfied with the practice's opening hours compared to the national average of 79%.
- 80% of patients said they could get through easily to the practice by phone (national average 73%).
- 44% of patients said they usually get to see or speak to the GP they prefer (CCG average 64% and national average 59%). When we spoke to the practice, they told

us that they offered extended hours appointments during the week, and routine appointments on alternate Saturday mornings, to increase the likelihood that patients will see or speak to the GP they prefer.

- 81% of patients were able to get an appointment to see or speak to someone the last time they tried compared with the national average of 76%.

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

Listening and learning from concerns and complaints

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

- The complaints policy and procedures were in line with recognised guidance and contractual obligations for GPs in England.
- The Practice Manager was the designated responsible person who handled all complaints in the practice.
- We saw that information was available to help patients understand the complaints system. For example, through feedback forms available at reception and in the waiting area, and comment cards on the practice website. A Friends and Family Test suggestion box and a patient suggestion box were available within the patient waiting area which invited patients to provide feedback on the service provided, including complaints.

We looked at three complaints received by the practice in 2016. These were discussed and reviewed, and learning points noted. We saw that these were handled and dealt with in a timely way. Complaints were a standing agenda item at monthly meetings. We saw evidence of lessons learnt from patient complaints and action taken to improve the quality of care. For example, a patient arrived at the practice for an appointment and used the booking-in screen, but their arrival had not been recorded. As a result, the patient missed their appointment. The practice now ensures that regardless of whether a patient checks in or not, a GP will go to the waiting room to see if they are there.

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 mission statement read: 'Where everyone cares.'
- The practice had a strategy and supporting business plans which reflected the vision and values and was 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:

- 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 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

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

The provider was aware of and complied with the requirements of the Duty of Candour. The partners encouraged a culture of openness and honesty. The practice had systems in place for knowing about notifiable safety incidents

When there were unexpected or unintended safety incidents:

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

There was a clear leadership structure in place and staff felt supported by management. The practice manager was described as engaged, professional, dynamic and extremely competent in their role.

- Staff told us that partners meetings were held every two months, and meetings with GPs and team managers held weekly. The practice recently (2016) held an away day, where staffing levels, staff skill mix and long term aims and objectives were discussed. The practice informed us that it aimed to make this away day an annual event.
- 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. 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. For example, staff developed a form that asked a series of questions aimed at further identifying a possible vulnerable patient at 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. The practice proactively sought patient 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. The PPG met regularly, carried out patient surveys and submitted proposals for improvements to the practice management team. For example, PPG members suggested that more phone lines be opened to reduce call response times; and that the practice provided a specific time for patients to ring for test results. As a result, the practice has now increased the number of available phone lines and provides a specific time for test results. We also looked at the latest submitted NHS

Are services well-led?

Good 

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

Friends and Family Test results, where patients are asked if they would recommend the practice. The practice submitted data for 2016 which showed that 94% of respondents would recommend the practice to family and friends, whilst 3% would not recommend the practice.

Continuous improvement

There was a strong focus on continuous learning and improvement at all levels within the practice. The Porch Surgery is a training practice for doctors and currently has one trainee in their third year of a specialty training programme.