

# Guide Bridge Medical 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 Guide Bridge Medical Practice on 09 March 2016. Overall the practice is rated as good.

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

- Staff understood and fulfilled their responsibilities to raise concerns and to report incidents and near misses. Information about safety was recorded, monitored, appropriately reviewed and addressed.
- Risks to patients were assessed and well managed, including those relating to recruitment checks.
- Patients' needs were assessed and care was planned and delivered following best practice guidance. Staff had received training appropriate to their roles and any further training needs had been identified and planned.
- Data showed patient outcomes were in line with or above those locally and nationally.
- Feedback from patients about their care was consistently and strongly positive.

- Patients said they were treated with compassion, dignity and respect and they were involved in their care and decisions about their treatment.
- The practice implemented suggestions for improvements and made changes to the way it delivered services as a result of feedback from patients.
- Information about services and how to complain was available and easy to understand.
- Patients said they found it easy to make an appointment and that there was continuity of care, with urgent appointments available the same day.
- The practice had good facilities and was well equipped to treat patients and meet their needs.
- There was a clear leadership structure and majority of staff felt supported by management. The practice proactively sought feedback from staff and patients, which it acted on.

Professor Steve Field (CBE FRCP FFPH FRCGP)

Chief Inspector of General Practice

# Summary of findings

## The five questions we ask and what we found

We always ask the following five questions of services.

### Are services safe?

The practice is rated as good for providing safe services.

- There were system in place for reporting and recording significant events
- When there were unintended or unexpected safety incidents, people 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 had clearly defined and embedded systems, processes and practices in place to keep people 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 showed patient outcomes were at or above average for the locality.
- Staff assessed needs and delivered care in line with current evidence based guidance.
- Staff had the skills, knowledge and experience to deliver effective care and treatment.
- Staff worked with multidisciplinary teams to understand and meet the range and complexity of people's needs.

Good



### Are services caring?

The practice is rated as good for providing caring services.

- Data showed that patients rated the practice in line with others for several aspects of care.
- 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 also saw that staff treated patients with kindness and respect and maintained confidentiality.

Good



### Are services responsive to people's needs?

The practice is rated as good for providing responsive services.

Good



# Summary of findings

- The practice worked closely with other organisations and with the local community in planning how services were provided to ensure that they meet people's needs.
- People could access appointments and services in a way and at a time that suited them. Telephone consultations were readily available and home visits were provided to house bound patients including the phlebotomy service.
- The practice implemented suggestions for improvements and made changes to the way it delivered services as a result of feedback from patients.
- 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 however not all complaints were responded to quickly. Learning from complaints was shared with staff and other stakeholders.

## Are services well-led?

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

- There was a 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 majority of 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 partners encouraged a culture of openness and honesty. The practice had systems in place for knowing about notifiable safety incidents
- The practice proactively sought feedback from staff and patients, which it acted on.

Good



# Summary of findings

## The six population groups and what we found

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

### Older people

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

- The practice offered proactive, personalised care to meet the needs of the older people in its population.
- It was responsive to the needs of older people, and offered home visits and urgent appointments for those with enhanced needs.
- The practice was proactive in providing memory screening using mini mental state assessment.
- The practice has a number of patients living within Residential and Nursing Homes and working with the local CCG they have employed a pharmacist to visit residents and complete medication reviews.
- The practice have developed an over 75s liaison role for the health care assistant (HCA) to continue the work established under a CCG funded over 75s scheme. The role will involve the HCA actively contacting patients and where appropriate referring to Age UK (social prescribing) if they wish and signpost other health and social care organisations including voluntary projects to prevent loneliness.
- The practice embraced the Gold Standards framework for end of life care. This included supporting patients' choice to receive end of life care at home.

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.
- Longer appointments and home visits were available when needed.
- Where appropriate patients with more than one long-term condition were able to access a joint review to prevent them having to make multiple appointments.
- All these patients had a named GP and a structured annual review to check that their health and medicines needs were being met. For patients with complex needs, a named GP and

Good



# Summary of findings

practice nurse worked with relevant community and healthcare professionals to deliver multidisciplinary support and care. Multidisciplinary meetings were held to review patients' needs and to avoid hospital admissions.

- Patients with COPD and Asthma had self-management plans and access to medication at home for acute exacerbations and were directed to a structured education programme.

## Families, children and young people

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

The Practice has a higher than average number of families and young children with approximately 47% of the population aged from 0 to 45 years, with 10% being under 4 years of age.

- 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.
- Appointments were available outside of school hours and the premises were suitable for children and babies.
- We saw good examples of joint working with midwives and health visitors. A midwife held antenatal clinic every Wednesday afternoon
- Health trainers were available within the practice to support patients in making healthy lifestyle changes as well as a smoking cessation worker.
- Contraceptive advice was available.

A midwife held clinics at the practice weekly with a GP.

Good



## Working age people (including those recently retired and students)

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

- The needs of the working age population, those recently retired and students had been identified and the practice had adjusted the services it offered to ensure these were accessible, flexible and offered continuity of care.

Good



# Summary of findings

- Appointments were available outside of normal working hours, with two evening surgeries and alternate Saturdays. A telephone triage system was in place for same day appointments.
- 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.

## 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. Vulnerable patients were identifiable with alerts noted on the secure computer system to ensure staff were alerted to needs.
- Annual reviews were provided for patients with learning disabilities, using a nationally recognised tool.
- The practice was proactive in monitoring those patients identified as vulnerable or at risk. This included, monitoring A&E attendances, monitoring missed appointments from those known to be vulnerable and working with other services to ensure where appropriate information is shared to keep patients safe.
- The practice regularly worked with multi-disciplinary teams in the case management of vulnerable people.
- It had told 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.

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).

- 93.33% of patients with poor mental health had a comprehensive care plan documented in the record agreed between individuals, their family and/or carers as appropriate.
- The practice regularly worked with multi-disciplinary teams in the case management of patients experiencing poor mental health, including those with dementia.
- It carried out advance care planning for patients with dementia.

Good



# Summary of findings

- The practice had told patients experiencing poor mental health about how to access various support groups and voluntary organisations. The practice promoted self-referral to the local “Healthy Minds” service.
- It had a system in place to follow up patients who may have been experiencing poor mental health and had attended accident and emergency.
- Staff had a good understanding of how to support people with mental health needs and dementia. A number of staff completed a ‘Mental Health first aid course which included suicide safer workplace training’ Speaking with staff the course had increased awareness and changed how they worked to improve patient experience. The practice plan to roll out the training to other staff.

# Summary of findings

## What people who use the service say

The national GP patient survey results published in January 2016 showed the practice was performing higher than local and national averages. There were 111 responses and a response rate of 29%, representing 3.6% of the practice population.

- 99% find it easy to get through to this surgery by phone compared with a CCG average of 71% and a national average of 73%.
- 97% find the receptionists at this surgery helpful compared with a CCG average of 85% and a national average of 87%.
- 90% were able to get an appointment to see or speak to someone the last time they tried compared with a CCG average of 82% and a national average of 85%.
- 91% describe their experience of making an appointment as good compared with a CCG average of 71% and a national average of 73%.

- 91% would recommend this surgery to someone new to the area compared with a CCG average of 73% and a national average of 78%

The practice invited patients to complete the NHS Friends and Family test (FFT) when attending the surgery or online. The FFT gives every patient the opportunity to feed back on the quality of care they have received. Results from the 88 patient responses received in January and February 2016 showed 87.5% would be 'Extremely likely' and 6.8% 'likely' to recommend Guide Bridge Medical Practice to Friends or family.

As part of our inspection we also asked for CQC comment cards to be completed by patients prior to our inspection. We received 14 comment cards which were all positive about the standard of care received and included individual praise for clinical and non clinical staff. The two patients we spoke with were complimentary of the staff, care and treatment they received.

# Guide Bridge Medical Practice

## Detailed findings

### Our inspection team

#### Our inspection team was led by:

Our inspection team was led by a CQC Inspector. The team included a GP specialist advisor.

## Background to Guide Bridge Medical Practice

Guide Bridge Medical Practice provides primary medical services in Audenshaw, Tameside from Monday to Friday. The surgery is open:

Monday 8:00am to 7:30pm

Tuesday 8:00am to 6:00pm

Wednesday 8:00am to 6:00pm

Thursday 8:00am to 7:30pm

Friday 8:00am to 6:30pm

Alternate Saturday's 8:00am to 10:00am

Appointments with a GP are available 9:00 to 11:30am and 3:00pm to 5:30pm Monday to Friday and 6:00pm to 7:00pm on Monday and Thursday evenings. The practice also offered consultations with a GP alternate Saturdays 9:00am to 10am.

Audenshaw is situated within the geographical area of Tameside and Glossop Clinical Commissioning Group (CCG).

The practice is part of Go to Doc (GTD) a not for profit organisation. The practice has an Alternative Primary Medical Services (APMS) contract. The APMS contract is the contract between general practices and NHS England for delivering primary care services to local communities.

Guide Bridge Medical Practice is responsible for providing care to 3076 patients.

The practice consists of two GPs, one of whom are female, nurses and health care assistants. The practice is supported by a practice manager, receptionists and administrators and GTD. At the time of our inspection one GP was on maternity leave and the practice was supported by three long term locums.

When the practice is closed patients are directed to the out of hours service.

## Why we carried out this inspection

We inspected this service as part of our comprehensive inspection programme. We carried out a comprehensive inspection of this service under Section 60 of the Health and Social Care Act 2008 as part of our regulatory functions. This 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.

# Detailed findings

## How we carried out this inspection

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

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

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

- Older people
- People with long-term conditions
- Families, children and young people
- Working age people (including those recently retired and students)

- People whose circumstances may make them vulnerable
- People experiencing poor mental health (including people with dementia)

Before visiting, we reviewed a range of information about the practice. We asked the practice to give us information in advance of the site visit and asked other organisations to share their information about the service.

We carried out an announced visit on the 09 March 2016. We reviewed information provided on the day by the practice and observed how patients were being cared for.

We spoke with two patients and six members of staff, including a GP, practice manager, nurse, reception and administration staff.

We reviewed 14 Care Quality Commission comment cards where patients and members of the public had shared their views and experiences of the service.

# Are services safe?

## Our findings

### Safe track record and learning

There was an open and transparent approach and a system in place for reporting and recording significant events and clinical events. People affected by significant events received a timely and sincere apology and were told about actions taken to improve care. Staff told us they would inform the practice manager of any incidents and there was also a recording form available for consistency. The practice carried out an analysis of complaints on an annual basis to identify any patterns or trends.

We reviewed safety records, incident reports and minutes of meetings where these were discussed. All significant events and incidents were written up and presented at clinical meetings, following which action plans were implemented. We noted significant events were reviewed to ensure actions implemented were effective.

The practice was supported by Go to Doc (GTD) head office in monitoring both complaints and significant events. The practice attended bi-monthly governance meeting with GTD to monitor outcomes and share good practice across the organisation.

Safety was monitored using information from a range of sources, including National Institute for Health and Care Excellence (NICE) guidance, local CCG and NHS England. This enabled staff to understand risks and gave a clear, accurate and current picture of safety. The practice manager attended quarterly health and safety meetings with GTD to ensure the practice was maintaining health and safety in line with current guidance and best practices.

### Overview of safety systems and processes

The practice had clearly defined and embedded systems, processes and practices in place to keep people safe, which included:

- Arrangements were in place to safeguard adults and children from abuse that reflected relevant legislation and local requirements and policies were accessible to all staff. The policies clearly outlined who to contact for further guidance if staff had concerns about a patient's welfare. There was a named GP lead for safeguarding children and adults. The lead attended local safeguarding meetings and attended where and when possible case conferences and always provided reports where necessary for other agencies. Staff demonstrated

they understood their responsibilities and all had received training relevant to their role. The safeguarding lead participates in monthly provider (GTD) meetings in which they are able to discuss case studies, share learning and participate in training.

- A notice was displayed in the waiting room, advising patients that a chaperone was available, if required. All staff who acted as chaperones were trained for the role and had received a disclosure and barring check (DBS). (DBS checks identify whether a person has a criminal record or is on an official list of people barred from working in roles where they may have contact with children or adults who may be vulnerable).
- There were procedures in place for monitoring and managing risks to patient and staff safety. There was a health and safety policy available. The practice carried out regular fire risk assessments. All of the electrical equipment was checked to ensure it was safe to use and clinical equipment was checked and calibrated to ensure it was working properly.
- Appropriate standards of cleanliness and hygiene were followed. We observed the premises to be clean and tidy. There was an infection control protocol in place and staff had received up to date training. Annual infection control audits were undertaken and checks were carried out which included hand hygiene procedures with staff. We saw evidence that action was taken to address any improvements identified as a result.
- The arrangements for managing medicines, including emergency drugs and vaccines, in the practice kept patients safe (including obtaining, prescribing, recording, handling, storing and security). Regular medication audits were carried out with the support of the local CCG pharmacy teams to ensure the practice was prescribing in line with best practice guidelines for safe prescribing. Prescription pads were securely stored.
- Staff recruitment checks were carried out and the four files we reviewed showed recruitment checks had been undertaken prior to employment. For example, proof of identification, qualifications, registration with the appropriate professional body and the appropriate checks through the DBS.
- Arrangements were in place for planning and monitoring the number of staff and mix of staff needed

## Are services safe?

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 to meet patients' needs. The practice were aware of the need for additional administration staff and had funding approved to appoint additional staff. The practice were also looking to recruit to additional nursing hours to improve access. We were told staffing was being continually monitored as the number of patients registering with the practice continued to increase.

### **Arrangements to deal with 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. The practice had a defibrillator available on the premises and oxygen with adult and children's masks. There was also a first aid kit and accident book available. Emergency medicines were easily accessible to staff in a secure area of the practice and all staff knew of their location. All the medicines we checked were in date and fit for use.

The practice had a comprehensive business continuity plan in place for major incidents such as power failure or building damage. The plan included emergency contact numbers for staff.

# Are services effective?

(for example, treatment is effective)

## Our findings

### Effective needs assessment

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

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

### Management, monitoring and improving outcomes for people

The practice participated in the Quality and Outcomes Framework (QOF). (This is a system intended to improve the quality of general practice and reward good practice). The practice used the information collected for the QOF and performance against national screening programmes to monitor outcomes for patients. Current results were 97.6% of the total number of points available, with 10.2% exception reporting. This practice was not an outlier for any QOF (or other national) clinical targets and were in line or above the national average in a number of clinical outcomes. Data from 2014/15 showed;

- Performance for diabetes related indicators were above to the CCG and national average.
- The percentage of patients with hypertension having regular blood pressure tests was comparable to the CCG and national average.
- Performance for chronic obstructive pulmonary disease (COPD) related indicators were above the CCG and national average.

Clinical audits demonstrated quality improvement.

- There had been a range of clinical and non clinical audits completed in the last two years, all were either in the process or completed audits where the improvements made were implemented and monitored.
- The practice participated in local audits, national benchmarking, accreditation, peer review and research.

- Findings were used by the practice to improve services. For example improvements to the advanced care planning for palliative care patients and improved targeting of parents whose children are due the MMR vaccination to increase uptake.

### Effective staffing

Staff had the skills, knowledge and experience to deliver effective care and treatment.

- The practice had an induction programme for newly appointed members of staff that covered such topics as safeguarding, infection prevention and control, fire safety, health and safety and confidentiality.
- The practice could demonstrate how they ensured role-specific training and updating for relevant staff e.g. for those reviewing patients with long-term conditions, administering vaccinations and taking samples for the cervical screening programme.
- The learning needs of staff were identified through meetings and reviews of practice development needs. Staff had access to appropriate training to meet these learning needs and to cover the scope of their work. This included ongoing support during clinical sessions, one-to-one meetings, appraisals, facilitation and support for the revalidation of doctors and nurses.
- Staff received training that included: safeguarding, fire procedures, basic life support and information governance awareness. Staff had access to e-learning training modules and in-house training.

### Coordinating patient care and information sharing

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

- This included care and risk assessments, care plans, medical records and investigation and test results. Information such as NHS patient information leaflets were also available.
- The practice shared relevant information with other services in a timely way, for example when referring people to other services.
- Working with the local CCG a pharmacist visited patients within residential and nursing homes to support the practice in reviewing medication.

# Are services effective?

(for example, treatment is effective)

Staff worked together and with other health and social care services to understand and meet the range and complexity of peoples' needs and to assess and plan ongoing care and treatment. This included when people 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 and were minuted. We noted these were routinely attended by district nurses, health visitors and Macmillan nurse.

## Consent to care and treatment

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

- Staff understood the relevant consent and decision-making requirements of legislation and guidance, including the Mental Capacity Act 2005. Clinical staff had undertaken training in relation to the MCA 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 patients' mental capacity to consent to care or treatment was unclear GPs would assess the patient's capacity and, where appropriate, recorded the outcome of the assessment.

## Health promotion and prevention

Patients who may be in need of extra support were identified by the practice. These included patients in the

last 12 months of their lives, carers, those at risk of developing a long-term condition, patients with poor mental health and those requiring advice on their diet and smoking and alcohol cessation. Health trainers were available in house to support patients in making lifestyle changes and patients could be referred to a smoking cessation worker who ran clinics within the practice. Patients who may be in need of extra support were identified by the practice and where they required emotional and or psychological support the practice referred them to the Healthy Minds service.

The practice had a comprehensive screening programme. The practice uptake for the cervical screening programme was 87.42% which in line with the national average of 81.8%. There was a policy to offer telephone reminders for patients who did not attend for their cervical screening test. The practice also encouraged its patients to attend national screening programmes for bowel and breast cancer screening.

Childhood immunisation rates for the vaccinations given were comparable to CCG averages. For example, NHS England figures showed in 2015, 89.1% of children at 24 months had received the measles, mumps and rubella (MMR) vaccination.

Patients had access to appropriate health assessments and checks. These included health checks for new patients, NHS health checks for people aged 40–74 and annual health checks for carers.

# Are services caring?

## Our findings

### Respect, dignity, compassion and empathy

We observed throughout the inspection that members of staff were courteous and very helpful to patients both attending at the reception desk and on the telephone and that people were treated with dignity and respect. Curtains were provided in consulting rooms so that patients' privacy and dignity was maintained during examinations, investigations and treatments. We noted that consultation and treatment room doors were closed during consultations and that conversations taking place in these rooms could not be overheard. 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 14 patient CQC comment cards we received and the two patients we spoke with were positive about the service experienced. Patients said they felt the practice offered a good service and staff were helpful, caring and treated them with dignity and respect. Comments included, 'Staff are caring, approachable and helpful' and 'fast appointment, lovely reception staff. Doctors and nurses always treat you with dignity and respect.'

Results from the national GP patient survey showed patients were happy with how they were treated and that this was with compassion, dignity and respect.

The practice had scores on consultations with doctors and nurses comparable to national and CCG scores. For example:

- 90% said the GP was good at listening to them compared to the CCG average of 87% and national average of 89%.
- 95% said the GP gave them enough time compared to the CCG average of 86% and national average of 87%.
- 95% said they had confidence and trust in the last GP they saw compared to the CCG average of 94% and national average of 95%
- 89% said the last GP they spoke to was good at treating them with care and concern compared to the CCG average of 84% and national average of 85%.

- 93% said the last nurse they spoke to was good at treating them with care and concern compared to the CCG average of 92% and national average of 91%.
- 99% of respondents had confidence and trust in the last nurse they saw or spoke to compared to the CCG average of 98% and national average of 97%.

### Care planning and involvement in decisions about care and treatment

Patients we spoke with and comment cards received, told us that health issues were discussed with them and they felt involved in decision making about the care and treatment they received. They also told us they felt listened to and supported by staff and had sufficient time during consultations to make an informed decision about the choice of treatment available to them.

Results from the national GP patient survey we reviewed showed patients responded positively to questions about their involvement in planning and making decisions about their care and treatment. These results were comparable with local and national averages. For example:

- 86% said the last GP they saw was good at explaining tests and treatments compared to the CCG average of 83% and national average of 86%.
- 84% said the last GP they saw was good at involving them in decisions about their care compared to the CCG average of 81% and national average of 82%

Staff told us that translation services were available for patients who did not have English as a first language and an extended appointment would be book if an interpreter was required.

The practice used care plans to understand and meet the emotional, social and physical needs of patients, including those at high risk of hospital admission.

### Patient and carer support to cope emotionally with care and treatment

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

The practice's computer system alerted GPs if a patient was also a carer. The practice had identified 0.3% of the practice list as carers. It was acknowledged by the practice this was a low number and they were working do address this. All clinicians had information to pass onto patients

## Are services caring?

they identified as carers during consultations. Written information and a dedicated display board were available to direct carers to the various avenues of support available to them.

Staff told us that if families had suffered bereavement, their usual GP contacted them where appropriate. 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 worked with the local CCG to plan services and to improve outcomes for patients in the area. For example, attending locality meetings and working with other health and social care professionals, this included neighbourhood teams.

Services were planned and delivered to take into account the needs of different patient groups and to help provide and ensure flexibility, choice and continuity of care. For example;

- The practice offered extended hours two evenings a week and alternate Saturday mornings.
- There were longer appointments available for patients with a learning disability or those who required them.
- Home visits were available for older patients and patients who would benefit from these.
- Same day appointments were available for children and those with serious medical conditions.
- Pre bookable appointments were available on a daily basis by contacting the practice by telephone or online. A telephone triage system was in place for same day appointments.
- There were disabled facilities, a hearing loop and translation services available.
- Patients who have two or more long term conditions such as asthma or diabetes are invited to attend one review to avoid them having to visit the practice multiple times for each condition.
- A phlebotomy service was available daily and via home visits for house bound patients.
- Patients were able to receive travel vaccinations which were available on the NHS and for those only available privately patients were referred to other clinics for vaccines privately.

### Access to the service

GP appointments were available 9:00 to 11:30am and 3:00pm to 5:30pm Monday to Friday and 6:00pm to 7:00pm on Monday and Thursday evenings. The practice also offered consultations with a GP alternate Saturdays 9:00am to 10am. Pre-bookable appointments could be booked up to four weeks in advance and urgent appointments were available on the day.

The practice regularly monitored the demand on the service and the number of appointments available and the appointment system had evolved over the last few years in response to patient demand and feedback.

Results from the national GP patient survey showed that patient satisfaction with how they could access care and treatment was above the local and national averages. For example the GP survey results showed:

- 88% of patients were satisfied with the practice's opening hours compared to the CCG average of 72% and national average of 75%.
- 99% of patients said they could get through easily to the surgery by phone compared to the CCG average of 71% and national average of 73%.
- 94% of patients describe their overall experience of this surgery as good compared to the CCG average of 81% and national average of 85%.

### Listening and learning from concerns and complaints

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

We saw that information was available to help patients understand the complaints system. Patients we spoke with were aware of the process to follow if they wished to make a complaint.

The practice kept a complaints log for written and verbal complaints. We looked at two complaints received in the last 12 months and found these were found these were satisfactorily handled, dealt with in a timely way, openness and transparency with dealing with the complaint.

Lessons were learnt from concerns and complaints and action was taken as a result to improve the quality of care. The practice carried out an annual review of complaints to identify any patterns or trends and these were shared during team meetings. The practice also attended bi-monthly governance meetings with the provider GTD in which complaints were discussed and monitored.

# 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. Their vision and values reflected those of the provider GTD and included: 'put patients first, give great quality care and contribute to the wellbeing of our local community'.

The practice was engaged with the local Clinical Commissioning Group (CCG) to ensure services met the local population needs.

### 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:

- The practice is part of Go to Doc (GTD) a not for profit organisation and benefited from support from GTD for example access to human resources and clinical leadership for guidance and support.
- There was a clear staffing structure and that staff were aware of their own roles and responsibilities. It had been identified the need to increase the number of GP and nursing hours within the practice to meet demand and plans were in place to recruit additional reception and administration staff.
- Practice specific policies were implemented and were available to all staff.
- A comprehensive understanding of the performance of the practice was in place with non clinical audits in place.
- A programme of internal audit was used to monitor quality and to make improvements.
- There were robust arrangements for identifying, recording and managing risks, issues and implementing mitigating actions.
- The practice was engaged with the local CCG quality improvement scheme.

### Leadership, openness and transparency

The GPs and practice manager within 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 GPs and management team were visible for example the practice manager had an open door policy and majority of staff told us that they were approachable and took time to listen to staff. The practice manager worked across two sites and when they were not available on site they could be contacted by telephone. The practice had also appointed a reception manager to ensure the smooth running of the practice. The practice encouraged a culture of openness and honesty.

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
- They kept written records of verbal interactions as well as written correspondence.

There was a clear leadership structure in place and majority of staff felt supported by management. The practice had clinicians within the practice with a range of clinical and management expertise. Clinicians with lead areas were clearly visible within the practice and staff knew who lead in different areas for example there were was a lead GP for safeguarding.

- Staff told us that the practice held team meetings, however these had not been routinely held during 2015/16 due to one of the lead GPs being on maternity leave. Ad hoc meetings were held and emails were used to communicate with staff in the absence of team meetings. It was acknowledged that team meeting needed to be held more routinely and we noted a programme was in place for monthly meetings from April 2016.
- Gold standard framework meetings were held with health visitors, district nurses and Macmillan nurse. All meetings were minuted.
- Majority of staff said they felt respected, valued and supported. Staff were involved in discussions about how to run and develop the practice, but would welcome additional opportunities to raise concerns and input into developments, for example development of a lone

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working policy and procedure for the practice. This was acknowledged by the management team, who hoped by the introduction of more regular team meeting staff would have more opportunities to share ideas and concerns and feel more involved in practice developments.

## **Seeking and acting on feedback from patients, the public and staff**

The practice encouraged and valued feedback from patients, proactively gaining patients' feedback and

engaging patients in the delivery of the service. It had gathered feedback from patients through surveys and complaints received. The practice were working to establish a new patient participation group.

The practice had also gathered feedback from staff through staff meetings and discussion. Staff told us they would not hesitate to give feedback and discuss any concerns or issues with colleagues and management, but would welcome more opportunities. Majority of staff told us they felt involved and engaged to improve how the practice was run.