**VICTORIA ROAD SURGERY**

**50 VICTORIA ROAD WORTHING BN11 1XE**

**Telephone: ( 01903) 230656 Fax: (01903) 520094**

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Dr Birgit Woolley. Dr Jonathan Price .Dr Navdeep Sandhu. Dr Mohammed Haque.Dr Rachel Butler. Dr Eugenie McCreanor.

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**ANNUAL BUSINESS REPORT APRIL 2017**

**This is the annual report of the VICTORIA ROAD SURGERY; it looks at our Profile, Premises, Patient Population, Information Technology, Patient Services, Other Patients Clinics and Services, Enhanced Services, Practice Based Commissioning, Care Quality Commission, Patient Participation Group, Complaints, Training, Website, Revalidation Audit, QOF Points**

**Profile:**

The Victoria Road Surgery has been an established GP Practice since 1958. The practice currently provides general medical services to a population of circa 13550 in and around the borough of Worthing. There are currently 5 partners who employ 2 salaried GP’s, 1 Nurse Practitioner, 1 Practice Manager, 1 Business Manager, 5 nurses, 3 health care assistant, and 24 administration staff who hold various positions within the practice.

**About us:**

Our partners are committed to providing a high level of quality of care to the community. **The practice believes in encouraging a culture of consideration; consideration of our patients, their health, their future and the practice staff that will determine the direction by converting strategic vision into operational reality.**

**The Partners:**

* Dr Birgit Woolley FRG, DRCOG, MRCGP
* Dr Navdeep Sandhu MRCGP, DRCOG, MB, ChB
* Dr Mohammed Haque MB BCH MRCGP DCH DRCOG DFFP
* Dr Rachel Butler MB ChB MRCGP DRCOG DFSRH
* Dr Eugenie McCreanor MB ChB DRCOG DFFP

**Salaried GP:**

* Dr Natalie Novak BMBS DP SRH MRCGP
* Dr Jonathan Price BM, MRCP, MRCGP, DRCOG

**Regular Locum GP’s**

* Dr Mary Floyd
* Dr Andrew Ruffer
* Dr Josh Ellwood

**Administration Team:**

* Practice Manager: Jane De Jong
* Finance Manager: Sue Darling
* Business Manager: Caroline Nelson
* Reception Manager: Joanne Lowes
* Patient Liaison Person: Julie Bagnall
* Administration Supervisor: Stephanie Seacombe

**The Nursing Team:**

* Anne King **NURSE PRACTITIONER**, specialise in chronic disease and care of the elderly
* Lorraine Bruce **LEAD NURSE** Specialises in Respiratory conditions and wound care
* Sue Norton RGN 1981 specialises in Asthma, COPD, leg ulcers and has an interest in wound care
* Colette Barrett RNA 1995specialises in Minor Injuries and wound care
* Rebecca Griffiths ENB 1998specialises in women’s health, wound care and currently studying Asthma/Spirometry
* Claire Flint BSc: Specialises in Diabetes and Learning Disabilities.

**The Health Case Assistants:**

* Denise Askew
* Jessica Lee
* Belinda Miles

**Premises:**

The practice currently operates from two sites. The main surgery is at **Victoria Road** which is a converted Victorian house based close to the town centre of Worthing. These premises are owned by the partners and have been extended in recent years. The second surgery is based within a 1970’s health centre in **Durrington** situated in a residential area of Worthing; this is rented from NHS England and is shared with one other practice and other ancillary services. We have a total of 9 consulting rooms, 4 treatment rooms and 2 phlebotomy rooms. There is parking for patients at the Durrington Site but only Parking for Disabled patients at the Victoria Road Site. There is easy access to both sites with electronic doors and disabled toilets; all consulting rooms are on the ground floor.

**Our Patient Population:**

The management of patients with long term conditions occupies a good percentage of clinical appointments. We have:

779 (6%) of patients have DIABETES

1078 (8%) of patients have ASTHMA/COPD

921 (7%) of patients have CARDIOVASCULAR CONDITIONS

1978 (15%) of patients have HYPERTENSION

**Information Technology:**

The Practices electronic clinical system is EMIS WEB and this is supported by DOCMAN for electronic receipt of correspondence from external organisations. Training in all areas of Information Technology is essential and the practice supports attendance at any appropriate training sessions to ensure quality and accuracy is maintained. Data quality will be closely monitored and monthly meetings are held to review this.

The practice has a website: [www.victoriaroadsurgery.co.uk](http://www.victoriaroadsurgery.co.uk)

This is regularly updated and maintained.

The practice now participates in Electronic Prescription Service along with on-line services for patients: access to medical records; prescriptions requests; change of address; appointments service and limited access to medical records.

**Patients Services:**

Appointments: We open from 7 a.m. on Monday, Tuesday, Wednesday and Friday and 8a.m. on Thursdays. We close our doors at 6p.m. Monday to Friday but provide extended access evening appointments on Thursday evenings. Phones are manned from 8 a.m. until 6.30 p.m. Monday to Friday inclusive.

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| --- | --- | --- | --- | --- |
| **Day of the week** | **Core opening hours** | **Extended hours sessions** | **Provided by?** | **Time allocated** |
| Monday | 8:00am – 18:30pm | 7:00am – 8:00am  7:00am – 8:00am | Dr Woolley  Dr Price | 1Hour  1Hour |
| Tuesday | 8:00am – 18:30pm | 7:00am – 8:00 am  7:00am – 8:00am | Dr Price  Dr Mccreanor | 1 Hour  1 Hour |
| Wednesday | 8:00am – 18:30pm | 7:00am – 8:00 am  7:00am – 8:00 am  7:00am – 8:00 am | Dr Woolley  Dr Price  Dr Mccreanor | 1 Hour  1 Hour  1 Hour |
| Thursday | 8:00am – 18:30pm | 6.30pm – 8:00 pm | Dr Haque/Sandhu | 1.5 hours  1 hour |
| Friday | 8:00am – | 7:00am – 8:00am  7:00am – 8:00am | Dr Price  Dr B Woolley | 1 Hour  1 Hour |
| Saturday | CLOSED | CLOSED |  |  |
| Sunday | **CLOSED** | **CLOSED** |  |  |

However do offer weekend appointments via a mutual organisation: MIAMI (Minor illness and Minor Injury Clinic) these appointments can be booked ahead through the week.

The practice on average carries out 832 GP face to face consultations per week. Appointments are booked in advance and on the day.

**Duty Surgery**: The practice has an on the day duty surgery and any patient that requests a consultation will be put into the duty surgery which will begin with telephone triage.

We have a **texting service** that reminds patients of their appointments.

We have a **childrens drop in clinic** Monday to Friday from 3p.m. to 4.00 p.m. for children 5 years and younger with acute problems on the day.

**Other Clinics and services:**

**Pro-Active Care:** This is a monthly multi-disciplinary meeting to discuss the needs of those patients that need our help. This is with the consent of those patients and brings together a multitude of teams offering various interventions for the benefit of these patients.

**Palliative Care Meetings**: We meet with St Barnabus once a month to bring together the needs of patients currently using this service.

**Child Unique Care**: Once a month our GP Lead for Child Protection meets with our allocated Health Visitor to discuss any children that may be vulnerable and offers any appropriate interventions.

**Health and Well Being Advisor**: This is a relatively new service with an advisor taking a clinic once a week: social prescribing, weight management and exercise and life style sign posting.

**Going Local:** This is a similar service to the health and wellbeing advisor however the Community Referrers are able to work in an advocacy position, signposting and supporting you for many different services including debt, housing etc.

We also provide:

Minor Surgery

Family Planning

Smoking Cessation

Travel Health

Childhood Immunisations

Diabetes

Asthma and COPD Clinics

Leg Ulcer Clinics

**Enhanced Services:**

In line with the business plan of the Cissbury Clinical Commissioning group of which Victoria Road Surgery are members; we wish to provide all available enhanced services to our patient population. This may require referral to another practice if we cannot meet the clinical governance required to provide a particular service.

Currently the services we provide are:

Phlebotomy

24 hour BP Monitoring

Nursing Home Care

Leg Ulcers

Drug Monitoring

Family Planning

Spirometry

Diabetes

Smoking Cessation

Neo-Natal Care

PSA Monitoring

Influenza Vaccinations

Pneumococcal Vaccinations

Minor Surgery

Minor Ailments

Extended Access

Alcohol Misuse

Nhs Health Checks

Childhood vaccinations

Pre-School Boosters

Low Risk Palpitations

In addition the practice participates in Direct Enhanced Services as required by the Government:

Extended Access

Immunisation programmes

Learning Disability Checks

**GP COSTS**

NHS England requires that the net earnings of doctors engaged in the practice is publicised, and the required disclosure is shown below. However it should be noted that the prescribed method for calculating earnings is potentially misleading because it takes no account of how much time doctors spend working in the practice, and should not be used to form any judgement about GP earnings, nor to make any comparison with any other practice

The average pay for GP’s working at Victoria Road Surgery is £70,786 before tax and national insurance deductions during the last financial year 2015/2016.. This is for 4 full time GPs, 3 Part time GPs who worked in the practice for more than six months.

**Practice Based Commissioning**

The practice is committed to working in the local consortia to raise the profile of PBC. The Practice Clinical Lead is Birgit Woolley and the Non-Clinical Lead is Jane De Jong. The Practice attends the Cissbury Clinical Commissioning Education sessions as and when they are organised. The practice commits to a review visit from a board member of the CCC on an annual/six monthly basis to enable discussion on performance and implementation of plans. Locally agreed pathways and guidelines are followed. Patients are given access to all enhanced services if not through this practice then referred to local practices providing such services. We attend the organised strategic board meetings and complete monthly reports as requested by CCC. Demand Management Plans are regularly reviewed and the practice works to deliver the CCC Prescribing Plan. Birgit Woolley is the prescribing lead for the practice and Caroline Nelson the prescribing manager. Both attend prescribing meetings each year to comply with our contract with the CCG.

**Care Quality Commission**:

The Practice is registered with the CQC. Its registration number is: **1-199745325.** Dr Rachel Butler and Dr Navdeep Sandhu are Registered Managers, both are aware of the remit of this commitment. Jane De Jong Practice Manager is the nominated individual who has organised the process of registering with the CQC. All policies are available on the practice shared drive. The practice received its first inspection in May 2016 and was rated GOOD in all 5 key indicators.

**Federating:**

The practice is currently working with a group of practices in Worthing in relation to a GP Transformation Plan that has been instigated by the Clinical Commissioning Group. The Government have asked that all CCG’s throughout England provide transformational planning in relation to working better and in an attempt to reduce costs throughout the NHS. Victoria Road surgery is working closely with St Lawrence Surgery, Broadwater Medical Centre, Lime Tree Surgery, Phoenix Medical Centre and Barn Surgery. We are looking at services, prescribing and referrals into secondary care.

**Practice Patient Participation Group:**

The Practice believes that expansion of the existing patient participation group is essential to allow for a thorough representation of our patient base. The current group are an extremely important element and have provided value feedback and suggestions in relation to the services. The group has in years passed been small in numbers and regrettably has once again dropped to 9 members. Trevor Wimble administrates the PPG for the practice. The group are now meeting on a regular 4 monthly basis and also ad hock when the need arises in relation to ideas and project. The practice advertises for patients to join an email patient group to allow participation from those that would find it more difficult to attend meetings, to date we have approximately 74 members of this group. Finally in 2015 the practice signed up to participation in an on-line PPG called myPPG. This is a membership forum allowing patients to join up and offer comments and suggestions in relation to patient participation and to date we have 9 members during the last 3 months.   
  
The PPG is recognised by the CCG as integral to the monitoring and progression of GP services and lay members sit on the CCG Board and the locality Boards

**Complaints:**

We received 16 official complaints this year all were resolved in-house. All complaints were discussed at a weekly meeting of the Partners and learning points found and documented. This is an increase of 8 of the number of complaints received during 2015-2016.

**Training:**

The practice’s commitment to training is absolute. Induction of new members of the team is thorough with a training needs assessment undertaken each year of all team members at their appraisal. Training sessions advertised are distributed to the appropriate department and places booked. A training log is maintained in every department and all staff have their own Personal Development Files.

Any member of our team attending training is asked to feedback to the practice team. Clinical training is shared and presentations required at clinical meetings to feedback any learning points.

Mandatory training is organised annually and a full practice training log is maintained.

**Web Site:**

Providing patients with an efficient and helpful website is a key element to allowing patients to gain knowledge of the surgery services. It is our commitment to use the website to provide information and support to the patients of our practice. Jane De Jong and Caroline Nelson both have administration rights to the site and will maintain up to date information. The NHS Choices web site will be similarly maintained and any comments supplied by patients will be responded to whether negative or positive.

**Revalidation:**

Doctors are aware of the requirements of revalidation. They will be responsible for ensuring that they remain up to date and aware of their obligations. The Licence to Practice initiative commenced in September 2009.

**Audit:**

Audit it considered an essential element of our work in the practice. We always participate in the prescribing audits and choose to work with the prescribing team when any incentive schemes are produced. Annual audits are carried out in relation to Enhanced Services where required and for the Quality and Outcomes Framework. We encourage our students to participate in audit.

**Communication within the Practice:**

The Partners meeting every Wednesday morning from 8a.m. to 10 a.m. The Nurses Meet with the Practice Managers once every month on Thursday lunchtime. The Practice Managers meet once a week on a Tuesday morning. The Reception Team meet at in-house ENCIRCLE meetings; however, communication is continuously encouraged on a daily basis with managers speaking informally with the team to bring them up to date with the practice focus. The Partners also meet once a year at a weekend to discuss the forthcoming year’s business plans.

**Recruitment and Retention:**

We have recruited a Nurse Practitioner and 2 receptionists and 1 administrator during the past year.

We have seen one receptionist leave and one receptionist retire.

**QOF Results:**

The Practice achieved 557.81 out of a possible 559 points in the year 2015-2016.