# **Care Quality Commission**

## **Inspection Evidence Table**

## Hendon Way Surgery (1-1593169343)

Inspection date: 12 July 2018

### Date of data download: 11 July 2018

Please note: Any Quality Outcomes Framework (QOF) data relates to 2016/17.

## Safe

### Safety systems and processes

Safeguarding	Y/N
There was a lead member of staff for safeguarding processes and procedures.	Y
Safety and safeguarding systems, processes and practices were developed, implemented and communicated to staff.	Y
Policies were in place covering adult and child safeguarding.	Y
Policies were updated and reviewed and accessible to all staff.	Y
Partners and staff were trained to appropriate levels for their role (for example level three for GPs, including locum GPs)	Y
Information about patients at risk was shared with other agencies in a timely way.	Y
Systems were in place to highlight vulnerable patients on record. There was a risk register of specific patients	Y
Disclosure and Barring Service checks were undertaken where required	Y
Explanation of any 'No' answers:	

Recruitment Systems	Y/N
Recruitment checks were carried out in accordance with regulations (including for agency staff and locums).	Y
Staff vaccination was maintained in line with current Public Health England (PHE) guidance and if relevant to role.	Y
Systems were in place to ensure the registration of clinical staff (including nurses and pharmacists) was checked and regularly monitored.	Y
Staff who require medical indemnity insurance had it in place	Y
Explanation of any answers:	

Safety Records	Y/N
There was a record of portable appliance testing or visual inspection by a competent	V
person Date of last inspection/Test: 26 June 2018	Y
There was a record of equipment calibration	Y
Date of last calibration: 26 June 2018	
Risk assessments were in place for any storage of hazardous substances e.g. liquid nitrogen, storage of chemicals	Y
Fire procedure in place	Y
Fire extinguisher checks	Y
Fire drills and logs	Y
Fire alarm checks	Y
Fire training for staff	Y
Fire marshals	Y
Fire risk assessment	Y
Date of completion: 18 June 2018	
Actions were identified and completed.	Y
Additional observations: N/A	
Health and safety	Y
Premises/security risk assessment? Date of last assessment:	
Health and safety risk assessment and actions	Y
Date of last assessment:	
Additional comments: N/A	

Infection control	Y/N
Risk assessment and policy in place	Y
Date of last infection control audit: 28 June 2018	
Detail: The full report from the external organisation was not yet available at the time of our inspection. We had no concerns relating to infection and prevention control at the inspection.	
The arrangements for managing waste and clinical specimens kept people safe?	Y
Explanation of any answers: Policies for infection control and clinical waste were reviewed Specialist Advisor during the inspection.	by a Nurse

## Any additional evidence

- Boiler and Gas annual safety certificate: 13 September 2017
- Five year wiring check certificate: 31 January 2017

## **Risks to patients**

Question	Y/N
There was an effective approach to managing staff absences and busy periods.	Y
Comprehensive risk assessments were carried out for patients.	Y
Risk management plans were developed in line with national guidance.	Y
Staff knew how to respond to emergency situations.	Y
Receptionists were aware of actions to take if they encountered a deteriorating or acutely unwell patient and had been given guidance on identifying such patients.	Y
In addition, there was a process in the practice for urgent clinician review of such patients.	Y
The practice had equipment available to enable assessment of patients with presumed sepsis.	Y
There were systems in place to enable the assessment of patients with presumed sepsis in line with National Institute for Health and Care Excellence (NICE) guidance.	Y
Explanation of any answers: N/A	

### Information to deliver safe care and treatment

Question	Y/N
Individual care records, including clinical data, were written and managed in line with current guidance and relevant legislation.	Y
Referral letters contained specific information to allow appropriate and timely referrals.	Y
Referrals to specialist services were documented.	Y
The practice had a documented approach to the management of test results and this was managed in a timely manner.	Y
The practice demonstrated that when patients use multiple services, all the information needed for their ongoing care was shared appropriately and in line with relevant protocols.	Y
Explanation of any answers: N/A	

## Appropriate and safe use of medicines

Indicator	Practice	CCG average	England average	England comparison
Number of antibacterial prescription items prescribed per Specific Therapeutic group Age-sex Related Prescribing Unit (STAR PU).(01/07/2016 to 30/06/2017)(NHS Business Service Authority - NHSBSA)	0.84	0.78	0.98	Comparable to other practices
Percentage of antibiotic items prescribed that are Co-Amoxiclav, Cephalosporins or Quinolones.(01/07/2016 to 30/06/2017) (NHSBSA)	12.5%	13.2%	8.9%	Comparable to other practices

Medicines Management	Y/N
The practice had a process and clear audit trail for the management of information about changes to a patient's medicines including changes made by other services.	Y
Staff had the appropriate authorisations in place to administer medicines (including Patient Group Directions or Patient Specific Directions).	Y
Prescriptions (pads and computer prescription paper) were kept securely and monitored.	Y
There was a process for the management of medicines including high risk medicines (for example, warfarin, methotrexate and lithium) with appropriate monitoring and clinical review prior to prescribing.	Y
The practice monitored the prescribing of controlled drugs. (For example audits for unusual prescribing, quantities, dose, formulations and strength).	Y
There were arrangements for raising concerns around controlled drugs with the NHS England Area Team Controlled Drugs Accountable Officer.	Y
If the practice had controlled drugs on the premises there were systems for the safe ordering, checks on receipt, storage, administration, balance checks and disposal of these medicines in line with national guidance.	N/A
Up to date local prescribing guidelines were in use.	Y
Clinical staff were able to access a local microbiologist for advice.	Y
For remote or online prescribing there were effective protocols in place for identifying and verifying the patient in line with General Medical Council guidance.	Y
The practice held appropriate emergency medicines and risk assessments were in place to determine the range of medicines held.	
The practice had arrangements to monitor the stock levels and expiry dates of emergency medicines/medical gases.	Y
There was medical oxygen on site.	Y
The practice had a defibrillator.	Y
Both were checked regularly and this was recorded.	Y

Medicines that required refrigeration were appropriately stored, monitored and transported in line with PHE guidance to ensure they remained safe and effective in use.	Y
Explanation of any answers: N/A	

### Track record on safety and lessons learned and improvements made

Significant events	Y/N
There was a system for recording and acting on significant events	Y
Staff understood how to report incidents both internally and externally	Y
There was evidence of learning and dissemination of information	
Number of events recorded in last 12 months.	Seven

Example of a significant event recorded and actions by the practice;

Event	Specific action taken		
Patient not advised appointments were Process changed to ensure appointment delays are			
running late.	communicated to all relevant patients. Staff induction revised to		
	cover this area.		

Safety Alerts	
There was a system for recording and acting on safety alerts	Y
Staff understand how to deal with alerts	
Comments on systems in place: The practice provided a clear audit trail showing all incoming alerts ar any actions taken as a result.	

### Any additional evidence

We saw evidence of action taken on a recent safety alert for Valporate.

## Effective

### Effective needs assessment, care and treatment

Prescribing				
Indicator	Practice performance	CCG average	England average	England comparison
Average daily quantity of Hypnotics prescribed per Specific Therapeutic group Age-sex Related Prescribing Unit (STAR PU). (01/07/2016 to 30/06/2017) (NHSBSA)	1.31	1.09	0.90	Comparable to other practices

## People with long-term conditions

Diabetes Indicators				
Indicator	Practice performance	CCG average	England average	England comparison
The percentage of patients with diabetes, on the register, in whom the last IFCC-HbA1c is 64 mmol/mol or less in the preceding 12 months (01/04/2016 to 31/03/2017) (QOF)	85.4%	77.1%	79.5%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
Indicator	26.5% (109) Practice performance	10.2% CCG average	12.4% England average	England comparison
The percentage of patients with diabetes, on the register, in whom the last blood pressure reading (measured in the preceding 12 months) is 140/80 mmHg or less (01/04/2016 to 31/03/2017)	83.0%	76.5%	78.1%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	15.3% (63) Practice	9.2% CCG	9.3% England	England
Indicator	performance	average	England average	comparison
The percentage of patients with diabetes, on the register, whose last measured total cholesterol (measured within the preceding 12 months) is 5 mmol/l or less (01/04/2016 to 31/03/2017) (QOF)	83.4%	79.3%	80.1%	Comparable to other practices

QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	13.4% (55	10.3%	13.3%	

Other long term conditions				
Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with asthma, on the register, who have had an asthma review in the preceding 12 months that includes an assessment of asthma control using the 3 RCP questions. (01/04/2016 to 31/03/2017) (QOF)	79.1%	77.3%	76.4%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	2.6% (8)	2.7%	7.7%	
Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with COPD who had a review undertaken including an assessment of breathlessness using the Medical Research Council dyspnoea scale in the preceding 12 months (01/04/2016 to 31/03/2017) (QOF)	95.7%	92.9%	90.4%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	19.0% (11)	8.7%	11.4%	
Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with hypertension in				
whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or less (01/04/2016 to 31/03/2017) (QOF)	80.3%	81.4%	83.4%	Comparable to other practices
whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or less (01/04/2016 to 31/03/2017) (QOF)	Practice Exception rate (number of	CCG Exception rate 3.5%	England Exception rate 4.0%	other practices
whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or less (01/04/2016 to 31/03/2017) (QOF)	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or less (01/04/2016 to 31/03/2017) (QOF) QOF Exceptions	Practice Exception rate (number of exceptions) 2.5% (21) Practice 86.4%	CCG Exception rate 3.5% CCG	England Exception rate 4.0% England	other practices
<ul> <li>whom the last blood pressure reading (measured in the preceding 12 months) is 150/90 mmHg or less (01/04/2016 to 31/03/2017) (QOF)</li> <li>QOF Exceptions</li> <li>Indicator</li> <li>In those patients with atrial fibrillation with a record of a CHA2DS2-VASc score of 2 or more, the percentage of patients who are currently treated with anti-coagulation drug therapy.</li> </ul>	Practice Exception rate (number of exceptions) 2.5% (21) Practice	CCG Exception rate 3.5% CCG average	England Exception rate 4.0% England average	other practices England comparison

**Any additional evidence or comments:** The leadership team were focussing on reducing exception reporting. The overall exception reporting rate had decreased from 15% in 2017 to 6.3% in 2018. The data we saw confirming the current exception rate of 6.3% was unvalidated and unpublished at the time of our inspection. We reviewed a sample of reported exceptions and found them to be clinically appropriate.

### Families, children and young people

Child Immunisation				
Indicator	Numerator	Denominator	Practice %	Comparison to WHO target
Percentage of children aged 1 with completed primary course of 5:1 vaccine. (01/04/2016 to 31/03/2017) (NHS England)	105	122	86.1%	Below 90% Minimum (variation negative)
The percentage children aged 2 who have received their booster immunisation for Pneumococcal infection (i.e. received Pneumococcal booster) (PCV booster) (01/04/2016 to 31/03/2017) (NHS England)	104	116	89.7%	Below 90% Minimum (variation negative)
The percentage of children aged 2 who have received their immunisation for Haemophilus influenza type b (Hib) and Meningitis C (MenC) (i.e. received Hib/MenC booster) (01/04/2016 to 31/03/2017) (NHS England)	104	116	89.7%	Below 90% Minimum (variation negative)
The percentage of children aged 2 who have received immunisation for measles, mumps and rubella (first dose of MMR) (01/04/2016 to 31/03/2017) (NHS England)	104	116	89.7%	Below 90% Minimum (variation negative)

achievement for childhood immunisations was 90%. However, this data was unvalidated and unpublished at the time of inspection.

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

Cancer Indicators				
Indicator	Practice	CCG average	England average	England comparison
The percentage of women eligible for cervical cancer screening who were screened adequately within 3.5 years for women aged 25 to 49, and within 5.5 years for women aged 50 to 64 (01/04/2016 to 31/03/2017) (Public Health England)	62.3%	63.5%	72.1%	Comparable to other practices
Females, 50-70, screened for breast cancer in last 36 months (3 year coverage, %) (PHE)	61.7%	66.0%	70.3%	N/A
Persons, 60-69, screened for bowel cancer in last 30 months (2.5 year coverage, %)(PHE)	41.3%	47.8%	54.5%	N/A
The percentage of patients with cancer, diagnosed within the preceding 15 months, who	83.3%	78.0%	71.2%	N/A

have a patient review recorded as occurring within				
6 months of the date of diagnosis. (PHE)				
Number of new cancer cases treated (Detection rate: % of which resulted from a two week wait (TWW) referral) (01/04/2016 to 31/03/2017) (PHE)	40.0%	54.6%	51.6%	Comparable to other practices
Any additional evidence or comments				

## People experiencing poor mental health (including people with dementia)

Mental Health Indicators				
Indicator	Practice	CCG average	England average	England comparison
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 (01/04/2016 to 31/03/2017) (QOF)	96.3%	90.6%	90.3%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	12.9% (8)	8.4%	12.5%	
Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with schizophrenia, bipolar affective disorder and other psychoses whose alcohol consumption has been recorded in the preceding 12 months (01/04/2016 to 31/03/2017) (QOF)	92.6%	92.3%	90.7%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	12.9% (8)	6.5%	10.3%	
Indicator	Practice	CCG average	England average	England comparison
The percentage of patients diagnosed with dementia whose care plan has been reviewed in a face-to-face review in the preceding 12 months (01/04/2016 to 31/03/2017) (QOF)	96.2%	84.2%	83.7%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	

### Monitoring care and treatment

Indicator	Practice	CCG average	England average
Overall QOF score (out of maximum 559)	557	535	539
Overall QOF exception reporting	8.8%	5.1%	5.7%

### **Coordinating care and treatment**

Indicator	Y/N
The contractor has regular (at least 3 monthly) multidisciplinary case review meetings where all patients on the palliative care register are discussed (01/04/2016 to 31/03/2017) (QOF)	Yes

### Helping patients to live healthier lives

Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with physical and/or mental health conditions whose notes record smoking status in the preceding 12 months (01/04/2016 to 31/03/2017) (QOF)	94.9%	95.9%	95.3%	Comparable to other practices
QOF Exceptions	Practice Exception rate (number of exceptions)	CCG Exception rate	England Exception rate	
	0.5% (7)	0.5%	0.8%	

### Consent to care and treatment

Description of how the practice monitors that consent is sought appropriately

The practice provide the patient with written information about the procedure, a clinician discusses the procedure with the patient and consent is recording in the patients consultation record.

### Any additional evidence

N/A

# Caring

### Kindness, respect and compassion

CQC comments cards	
Total comments cards received	26
Number of CQC comments received which were positive about the service	26
Number of comments cards received which were mixed about the service	0
Number of CQC comments received which were negative about the service	0

## Examples of feedback received:

Source	Feedback
For example, comments cards, NHS Choices	Comment cards indicated that patients felt listened to during GP consultations. The main theme in the comment cards from patients was the practice provided a caring service.

## National GP Survey results

рс	Practice pulation size	Surveys sent out	Surveys returned	Survey Response rate%	% of practice population
	8,353	373	127	34.05%	1.52

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who stated that they would definitely or probably recommend their GP surgery to someone who has just moved to the local area (01/01/2017 to 31/03/2017)	61.4%	76.5%	78.9%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a GP, the GP was good or very good at listening to them (01/01/2017 to 31/03/2017)	86.6%	88.0%	88.8%	Comparable to other practices
The percentage of respondents to the GP patient survey who answered positively to question 22 "Did you have confidence and trust in the GP you saw or spoke to?" (01/01/2017 to 31/03/2017)	89.6%	94.4%	95.5%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a GP, the GP was good or very good at treating them with care and concern (01/01/2017 to 31/03/2017)	72.4%	83.5%	85.5%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a nurse, the nurse was good or very good at listening to them (01/01/2017 to 31/03/2017)	85.3%	88.3%	91.4%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a nurse, the nurse was good or very good at treating them with care and concern (01/01/2017 to 31/03/2017)	85.2%	88.3%	90.7%	Comparable to other practices
Any additional evidence or comments:				

Question	Y/N
The practice carries out its own patient survey/patient feedback exercises.	

Any additional evidence N/A

### Involvement in decisions about care and treatment

Examples of feedback received:

Source	Feedback
Interviews with patients.	We spoke with four patients on the day of inspection. All four patients told us they felt involved in their care and treatment. We were also told that patients felt listened to during GP consultations.

## National GP Survey results

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a GP, the GP was good or very good at explaining tests and treatments (01/01/2017 to 31/03/2017)	75.9%	84.6%	86.4%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a GP, the GP was good or very good at involving them in decisions about their care (01/01/2017 to 31/03/2017)	70.1%	79.9%	82.0%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a nurse, the nurse was good or very good at explaining tests and treatments (01/01/2017 to 31/03/2017)	83.9%	87.7%	89.9%	Comparable to other practices
The percentage of respondents to the GP patient survey who stated that the last time they saw or spoke to a nurse, the nurse was good or very good at involving them in decisions about their care (01/01/2017 to 31/03/2017)	74.2%	82.4%	85.4%	Comparable to other practices
Any additional evidence or comments: N/A				

Question	Y/N
Interpretation services were available for patients who did not have English as a first language.	Y
Patient information leaflets and notices were available in the patient waiting area which told patients how to access support groups and organisations.	Y
Information leaflets were available in easy read format.	Y
Information about support groups was available on the practice website.	Y

Carers	Narrative
Percentage and number of carers identified	A total of 80 carers were identified, this was less than one percent of the patients registered at the practice.
How the practice supports carers	Carer's board is displayed in the patient waiting area with information on support services available.
How the practice supports recently bereaved patients	Patients are sent a card, the patients GP makes to contact to offer bereavement support.

## Any additional evidence

N/A

## Privacy and dignity

Question	Y/N
Curtains were provided in consulting rooms to maintain patients' privacy and dignity during examinations, investigations and treatments.	Y

	Narrative
Arrangements to ensure confidentiality at the reception desk	There is a written notice at the reception desk informing patients of an available private area to have confidential conversations with staff.

Question	Y/N
Consultation and treatment room doors were closed during consultations.	Y
A private room was available if patients were distressed or wanted to discuss sensitive issues.	

# Responsive

### Responding to and meeting people's needs

Practice Opening Times		
Day	Time	
Monday	8am to 6.30pm	
Tuesday	8am to 6.30pm	
Wednesday	8am to 6.30pm	
Thursday	8am to 6.30pm	
Friday	8am to 6.30pm	
- Hody		

### Extended hours opening

Pre-booked extended hours appointments are available Monday to Friday from 6.30pm to 7.10pm.

Home visits	Y/N
The practice had a system to assess whether a home visit was clinically necessary and the urgency of the need for medical attention	Y
If yes, describe how this was done	
Home visit requests were triaged by a GP, home visits were usually carried out the same day.	

### Timely access to the service

### National GP Survey results

Practice population size	Surveys sent out	Surveys returned Survey Response rate%		% of practice population
8,353	373	127	34.05%	1.52

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who were 'Very satisfied' or 'Fairly satisfied' with their GP practices opening hours. (01/01/2017 to 31/03/2017)	69.3%	76.3%	80.0%	Comparable to other practices
The percentage of respondents to the GP patient survey who gave a positive answer to "Generally, how easy is it to get through to someone at your GP surgery on the phone?" (01/01/2017 to 31/03/2017)	32.7%	67.0%	70.9%	Variation (negative)
The percentage of respondents to the GP patient survey who stated that the last time they wanted to see or speak to a GP or nurse from their GP surgery they were able to get an appointment (01/01/2017 to 31/03/2017)	37.1%	71.2%	75.5%	Significant Variation (negative)
The percentage of respondents to the GP patient survey who responded positively to the overall experience of making an appointment (01/01/2017 to 31/03/2017)	38.8%	68.3%	72.7%	Variation (negative)

### Any additional evidence or comments:

The practice have taken action to improve patient satisfaction. For example, the practice are working with their Patient Participation Group, have conducted their own patient survey focussing on GP and Nurse consultations which resulted in improved patient feedback, have relocated to a purpose built premises and have recruited additional members of staff to both the non-clinical and clinical teams.

In addition, the practice implemented a daily triage system where all patients requesting same day appointments have a GP telephone consultation the same day.

### Listening and learning from complaints received

Complaints	Y/N
Number of complaints received in the last year.	12
Number of complaints we examined	2
Number of complaints we examined that were satisfactorily handled in a timely way	2
Number of complaints referred to the Parliamentary and Health Service Ombudsman	0
Additional comments:	
N/A	

### Example of how quality has improved in response to complaints

Patient confidentiality was improved by posting a sign in reception indicating there was a private area available to speak with staff. Staff received additional training in this area and the staff induction programme was updated to include patient confidentiality protocols.

### Any additional evidence

N/A

## Well-led

### Leadership capacity and capability

### Examples of how leadership, capacity and capability were demonstrated by the practice

Leaders at the practice used the inspection as an opportunity to make improvements to the service. For example, recruitment of additional staff to the clinical team.

### Any additional evidence

Leaders managed the relocation of the service during a period of special measures with minimal disruption to the service.

### Vision and strategy

### **Practice Vision and values**

Updated, listed on the practice website and staff informed of the vision and strategy and their role in achieving it.

### Culture

Examples that demonstrate that the practice has a culture of high-quality sustainable care

The practice are recruiting an Advanced Nurse Practitioner, in addition to the newly appointed practice nurse and healthcare assistant.

In response to poor patient feedback relating to accessing GP appointments the practice introduced a triage system where all patients requesting same day appointments will have a telephone consultation with the duty GP to ensure same day appointments are available for those with urgent medical needs.

### Any additional evidence

In line with the improvement made to the management of high risk medicines, the practice had plans in place to provide an in-house warfarin monitoring service. We saw evidence that the practice applied to provide this service and were awaiting the outcome.

### **Governance arrangements**

Examples of structures, processes and systems in place to support the delivery of good quality and sustainable care.		
Practice specific policies	Recruitment and Induction, Infection Prevention and Control, Safeguarding Adults and Children, Whistleblowing, Significant Events and Medicines Management.	
Other examples	Chaperone Policy, Health and Safety Policy and Clinical Waste Policy.	
		Y/N
Staff were able to describe the governance arrangements		Y
Staff were clear on their roles and responsibilities		Y

### Managing risks, issues and performance

Major incident planning	Y/N
Major incident plan in place	Y
Staff trained in preparation for major incident	Y

### Examples of actions taken to address risks identified within the practice

Risk	Example of risk management activities
Risk Register	A complete log of all risks identified is maintained and reviewed regularly by leadership. We saw evidence that the register was used to minimise risk. For example, following the infection prevention and control audit in June 2018 the practice listed actions on the risk register. We saw that actions had been taken as required, such as securing sharp bins to the wall.

### Appropriate and accurate information

Question	Y/N
Staff whose responsibilities include making statutory notifications understood what this entails.	Y

### Engagement with patients, the public, staff and external partners

### Feedback from Patient Participation Group;

#### Feedback

The patient participation group (PPG) told us that access to the service had improved following the move of premises. The PPG also told us that they felt listened to by leadership at the practice.

### **Continuous improvement and innovation**

Examples of improvements demonstrated as a result of clinical audits in past two years

Audit area	Improvement
Clopidogril Therapy	The audit demonstrated it helped to prevent unnecessary prescriptions and reducing side effects from the medication when stopped at the agreed time.

#### Notes: CQC GP Insight

GP Insight assesses a practice's data against all the other practices in England. We assess relative performance for the majority of indicators using a z-score, a statistical tool which shows the deviation from the England average. It gives us a statistical measurement of a practice's performance in relation to the England average, and measures this in standard deviations. We calculate a z-score for each indicator, thereby highlighting the practices which significantly vary from the England average (in either a positive or negative direction). We consider that z-scores which are +2 or more or -2 or less are at significant levels, warranting further enquiry.

N.B. Not all indicators are part of the GP insight set and those that aren't will not have a variation band.

The following language is used for banding variation:

- Significant variation (positive)
- Variation (positive)
- Comparable to other practices
- Variation (negative)
- Significant variation (negative)
- Note: for the following indicators the variation bands are different:
  - Child Immunisation indicators. These are scored against the World Health Organisation target of 95%.

It is important to note that z-scores are not a judgement in themselves, but will prompt further enquiry, as part of our ongoing monitoring of GP practices. Guidance and Frequently Asked Questions on GP Insight can be found on the following link: http://www.cqc.org.uk/what-we-do/how-we-use-information/monitoring-gp-practices

#### Glossary of terms used in the data.

- **COPD**: Chronic Obstructive Pulmonary Disease
- **PHE**: Public Health England

- **QOF**: Quality and Outcomes Framework (see <u>https://qof.digital.nhs.uk/</u>).
- RCP: Royal College of Physicians.
- STAR-PU: Specific Therapeutic Group Age-sex weightings Related Prescribing Units. These weighting allow more accurate and meaningful comparisons within a specific therapeutic group by taking into account the types of people who will be receiving that treatment. (See NHS Choices for more details).