Care Quality Commission

Inspection Evidence Table

Wandsworth Medical Centre (1-537796805)

Inspection date: 20 March 2019

Date of data download: 18 March 2019

Overall rating: Good

Please note: Any Quality Outcomes Framework (QOF) data relates to 2017/18.

Safe Rating: Good

Safety systems and processes

The practice had clear systems, practices and processes to keep people safe and safeguarded from abuse.

Safeguarding	Y/N/Partial
There was a lead member of staff for safeguarding processes and procedures.	Yes
Safeguarding systems, processes and practices were developed, implemented and communicated to staff.	Yes
There were policies covering adult and child safeguarding.	Yes
Policies took account of patients accessing any online services.	Yes
Policies and procedures were monitored, reviewed and updated.	Yes
Policies were accessible to all staff.	Yes
Partners and staff were trained to appropriate levels for their role (for example, level three for GPs, including locum GPs).	
There was active and appropriate engagement in local safeguarding processes.	
There were systems to identify vulnerable patients on record.	
There was a risk register of specific patients.	
Disclosure and Barring Service (DBS) checks were undertaken where required.	
Staff who acted as chaperones were trained for their role.	
There were regular discussions between the practice and other health and social care professionals such as health visitors, school nurses, community midwives and social workers to support and protect adults and children at risk of significant harm.	Yes

Safeguarding Y/N/Partial

- The practice had clinical leads and deputy leads for both child and adult safeguarding.
- All staff received regular training on safeguarding with non-clinical staff being trained to level 1 and nurses and GPs to level 3 for children's safeguarding.
- All safeguarding policies were reviewed annually or when legislation changed. They were available to all staff via the practice's shared drive.
- All staff received regular Disclosure and Barring Service (DBS) checks. 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. Clinical staff
 received an enhanced DBS check and non-clinical staff received a standard check.
- There were risk registers for vulnerable people including children at risk and the practice had placed alerts on patient records if a child was on the at-risk register.

Recruitment systems	Y/N/Partial
Recruitment checks were carried out in accordance with regulations (including for agency staff and locums).	Yes
Staff vaccination was maintained in line with current Public Health England (PHE) guidance and if relevant to role.	Yes
There were systems to ensure the registration of clinical staff (including nurses and pharmacists) was checked and regularly monitored.	Yes
Staff had any necessary medical indemnity insurance.	Yes

- All staff had been offered Hepatitis B vaccinations and the immunisation status for all non-clinical and clinical staff was recorded.
- Annual professional registration checks were undertaken to ensure that all clinicians were appropriately qualified and registered with their regulatory bodies.

Safety systems and records	Y/N/Partial
There was a record of portable appliance testing or visual inspection by a competent person. Date of last inspection/test: 12 July 2018	Yes
There was a record of equipment calibration. Date of last calibration: 8 January 2019	Yes
There were risk assessments for any storage of hazardous substances for example, liquid nitrogen, storage of chemicals.	Yes
There was a fire procedure.	Yes
There was a record of fire extinguisher checks. Date of last check: 3 July 2018	Yes
There was a record of fire alarm checks. Date of last check: 14 March 2019	Yes

There was a record of fire training for staff.	Yes
There were fire marshals.	Yes
A fire risk assessment had been completed.	Yes
Date of completion: 28 February 2018	163
Actions from fire risk assessment were identified and completed.	Yes

Health and safety	Y/N/Partial
Premises/security risk assessment had been carried out. Date of last assessment: 28 February 2018	Yes
Health and safety risk assessments had been carried out and appropriate actions taken. Date of last assessment: 28 February 2018	Yes

Infection prevention and control

Appropriate standards of cleanliness and hygiene were met.

	Y/N/Partial
There was an infection risk assessment and policy.	Yes
Staff had received effective training on infection prevention and control.	Yes
Date of last infection prevention and control audit:	Yes
The practice had acted on any issues identified in infection prevention and control audits.	Yes
The arrangements for managing waste and clinical specimens kept people safe.	Yes

- There was an infection control lead.
- An infection control audit had been completed and this highlighted the need to replace the taps in all clinical rooms with lever taps. We saw evidence to show that this had been done.
- Although a Legionella risk assessment had been carried out on 15 August 2018, the
 recommendations of that risk assessment were not being carried out. Specifically, there was no
 recording of the water temperature at water outlets, regular flushing of little used outlets or testing
 of water samples.

Risks to patients

There were systems to assess, monitor and manage risks to patient safety.

	Y/N/Partial
There was an effective approach to managing staff absences and busy periods.	Yes
There was an effective induction system for temporary staff tailored to their role.	Yes
Comprehensive risk assessments were carried out for patients.	Yes
Risk management plans for patients were developed in line with national guidance.	Yes
Panic alarms were fitted and administrative staff understood how to respond to the alarm	Yes

and the location of emergency equipment.	
Clinicians knew how to identify and manage patients with severe infections including sepsis.	Yes
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.	Yes
There was a process in the practice for urgent clinical review of such patients.	Yes
There was equipment available to enable assessment of patients with presumed sepsis or other clinical emergency.	Yes
There were systems to enable the assessment of patients with presumed sepsis in line with National Institute for Health and Care Excellence (NICE) guidance.	Yes
When there were changes to services or staff the practice assessed and monitored the impact on safety.	Yes

- All non-clinical staff were part-time with different start and finish times to ensure full continuity of cover.
- There was an absence management policy which ensured that only one member of each team was off at any one time.
- All staff had completed sepsis training and were aware of the signs to look for. We saw a sepsis policy and information posters in the reception area.

Information to deliver safe care and treatment

Staff had the information they needed to deliver safe care and treatment.

	Y/N/Partial
Individual care records, including clinical data, were written and managed securely and in line with current guidance and relevant legislation.	Yes
There was a system for processing information relating to new patients including the summarising of new patient notes.	Yes
There were systems for sharing information with staff and other agencies to enable them to deliver safe care and treatment.	Yes
Referral letters contained specific information to allow appropriate and timely referrals.	Yes
Referrals to specialist services were documented.	Yes
There was a system to monitor delays in referrals.	Yes
There was a documented approach to the management of test results and this was managed in a timely manner.	Yes
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.	Yes

- All new patient records were summarised and checked for accuracy by staff trained for this role.
- Urgent referrals were monitored daily to ensure that appointments were made, within two weeks
 from the original referral letter being sent. The medical secretary would alert the referring GP of
 any patients who failed to attend their appointment.

Appropriate and safe use of medicines

The practice had systems for the appropriate and safe use of medicines, including medicines optimisation

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) (01/01/2018 to 31/12/2018) (NHS Business Service Authority - NHSBSA)	0.67	0.70	0.91	-
The number of prescription items for coamoxiclav, cephalosporins and quinolones as a percentage of the total number of prescription items for selected antibacterial drugs (BNF 5.1 sub-set). (01/10/2017 to 30/09/2018) (NHSBSA)	12.4%	10.3%	8.7%	-
Average daily quantity per item for Nitrofurantoin 50 mg tablets and capsules, Nitrofurantoin 100 mg m/r capsules, Pivmecillinam 200 mg tablets and Trimethoprim 200 mg tablets prescribed for uncomplicated urinary tract infection (01/04/2018 to 30/09/2018)	6.59	5.84	5.64	-
Average daily quantity of oral NSAIDs prescribed per Specific Therapeutic Group Age-sex Related Prescribing Unit (STAR-PU) (01/07/2018 to 31/12/2018)	1.58	1.23	2.13	No statistical variation

Medicines management	Y/N/Partial
The practice ensured medicines were stored safely and securely with access restricted to authorised staff.	Yes
Blank prescriptions were kept securely and their use monitored in line with national guidance.	Yes
Staff had the appropriate authorisations to administer medicines (including Patient Group Directions or Patient Specific Directions).	Yes
The practice could demonstrate the prescribing competence of non-medical prescribers, and there was regular review of their prescribing practice supported by clinical supervision or peer review.	Yes
There was a process for the safe handling of requests for repeat medicines and evidence of structured medicines reviews for patients on repeat medicines.	Yes
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.	Yes

Medicines management	Y/N/Partial
There was a process for monitoring patients' health in relation to the use of medicines including high risk medicines (for example, warfarin, methotrexate and lithium) with appropriate monitoring and clinical review prior to prescribing.	Yes
The practice monitored the prescribing of controlled drugs. (For example, investigation of unusual prescribing, quantities, dose, formulations and strength).	Yes
There were arrangements for raising concerns around controlled drugs with the NHS England Area Team Controlled Drugs Accountable Officer.	Yes
The practice had taken steps to ensure appropriate antimicrobial use to optimise patient outcomes and reduce the risk of adverse events and antimicrobial resistance.	Yes
For remote or online prescribing there were effective protocols for verifying patient identity.	Yes
The practice held appropriate emergency medicines, risk assessments were in place to determine the range of medicines held, and a system was in place to monitor stock levels and expiry dates.	Yes
The practice had arrangements to monitor the stock levels and expiry dates of emergency medicines/medical gases.	Yes
There was medical oxygen and a defibrillator on site and systems to ensure these were regularly checked and fit for use.	Yes
Vaccines were appropriately stored, monitored and transported in line with PHE guidance to ensure they remained safe and effective.	Yes

- The practice had a prescription management system in place. A log was kept of prescription stationery serial numbers and the date when they were taken to consulting rooms. Prescription stationery was removed at the end of each day and securely locked away overnight.
- We found some instances where Patient Group Directions (PGDs) had not been correctly signed.
 These were, however, immediately rectified. PGDs are written instructions for the supply or
 administration of medicines to groups of patients who may not be individually identified before
 presentation for treatment.
- Any uncollected prescriptions that were more than one month old were passed back to the issuing GP for follow up and cancellation and destruction as appropriate.

Track record on safety and lessons learned and improvements made

The practice learned and made improvements when things went wrong.

Significant events	Y/N/Partial
The practice monitored and reviewed safety using information from a variety of sources.	Yes
Staff knew how to identify and report concerns, safety incidents and near misses.	Yes
There was a system for recording and acting on significant events.	Yes
Staff understood how to raise concerns and report incidents both internally and externally.	Yes
There was evidence of learning and dissemination of information.	Yes
Number of events recorded in last 12 months:	19

Number of events that required action:	19
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Example(s) of significant events recorded and actions by the practice.

Event	Specific action taken
incorrectly filed onto the wrong patient record.	The letter was transferred onto the correct patient record and discussed in both clinical and administration meetings. It was agreed that more administrative support and training was required and this had taken place. The practice was aware of the duty of candour but as this error had been promptly identified and corrected and no breach of confidentiality had occurred, the respective patients were not notified.
	Follow up audits of scanning and filing were undertaken to ensure accuracy of filing.
surgery but not placed in the vaccine	The vaccines were disposed of and the event discussed at administration and clinical meetings. Training was given to staff about the cold chain policy and the need for increased
days later.	vigilance in future when receiving vaccines.

Safety alerts	Y/N/Partial
There was a system for recording and acting on safety alerts.	Yes
Staff understood how to deal with alerts.	Yes

• Safety alerts arrived via email to the practice manager and the senior GP. The practice manager distributed them to GPs in line with the practice safety alert policy. GPs reported back if a search was needed. The result of the search was then sent back to the GPs who completed any appropriate course of action.

Effective

Rating: Good

Effective needs assessment, care and treatment

Patients' needs were assessed, and care and treatment was delivered in line with current legislation, standards and evidence-based guidance supported by clear pathways and tools.

	Y/N/Partial
The practice had systems and processes to keep clinicians up to date with current evidence-based practice.	Yes
Patients' immediate and ongoing needs were fully assessed. This included their clinical needs and their mental and physical wellbeing.	Yes
We saw no evidence of discrimination when staff made care and treatment decisions.	Yes
Patients' treatment was regularly reviewed and updated.	Yes
There were appropriate referral pathways were in place to make sure that patients' needs were addressed.	Yes
Patients were told when they needed to seek further help and what to do if their condition deteriorated.	Yes

• The practice held regular clinical and educational meetings where learning was shared, peer reviews and case discussions took place.

Prescribing	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) (01/01/2018 to 31/12/2018) (NHSBSA)	0.70	0.76	0.79	No statistical variation

Older people

Population group rating: Good

Findings

- The practice used a clinical tool to identify older patients who were living with moderate or severe frailty. Those identified received a full assessment of their physical, mental and social needs.
- The practice followed up on older patients discharged from hospital. It ensured that their care plans and prescriptions were updated to reflect any extra or changed needs.
- Staff had appropriate knowledge of treating older people including their psychological, mental and communication needs.
- Health checks were offered to patients over 75 years of age.

People with long-term conditions

Population group rating: Good

Findings

- Patients with long-term conditions had a structured annual review to check their health and medicines needs were being met. For patients with the most complex needs, the GP worked with other health and care professionals to deliver a coordinated package of care.
- Staff who were responsible for reviews of patients with long-term conditions had received specific training.
- GPs followed up patients who had received treatment in hospital or through out of hours services for an acute exacerbation of asthma.
- The practice could demonstrate how they identified patients with commonly undiagnosed conditions, for example diabetes, chronic obstructive pulmonary disease (COPD), atrial fibrillation and hypertension.
- Adults with newly diagnosed cardio-vascular disease were offered statins.
- Patients with suspected hypertension were offered ambulatory blood pressure monitoring.
- Patients with atrial fibrillation were assessed for stroke risk and treated appropriately.

Diabetes Indicators	Practice	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 (01/04/2017 to 31/03/2018) (QOF)	64.7%	73.5%	78.8%	Variation (negative)
Exception rate (number of exceptions).	10.0% (32)	8.1%	13.2%	N/A
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 (01/04/2017 to 31/03/2018) (QOF)	80.4%	71.8%	77.7%	No statistical variation
Exception rate (number of exceptions).	6.2% (20)	6.9%	9.8%	N/A

	Practice	CCG average	England average	England 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 (01/04/2017 to 31/03/2018) (QOF)	72.8%	76.2%	80.1%	No statistical variation
Exception rate (number of exceptions).	9.7% (31)	7.9%	13.5%	N/A

Any additional evidence or comments

- The practice was aware of the two areas above where exception reporting was slightly higher
 than the local and national averages but only excepted patients where at least three attempts had
 been made to call them in for review. Exception reporting is the removal of patients from QOF
 calculations where, for example, the patients decline or do not respond to invitations to attend a
 review of their condition or when a medicine is not appropriate.
- The practice had begun a programme of more active recall for patients with long term conditions and unverified data for 2018-2019 showed that the percentage of patients with diabetes, on the register, in whom the last IFCC-HbA1c was 64 mmol/mol or less during 2018-2019 was now comparable to local and national averages.

Other long-term conditions	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, NICE 2011 menu ID: NM23 (01/04/2017 to 31/03/2018) (QOF)	75.3%	76.9%	76.0%	No statistical variation
Exception rate (number of exceptions).	3.5% (19)	2.1%	7.7%	N/A
The percentage of patients with COPD who have had a review, undertaken by a healthcare professional, including an assessment of breathlessness using the Medical Research Council dyspnoea scale in the preceding 12 months (01/04/2017 to 31/03/2018) (QOF)	90.7%	91.1%	89.7%	No statistical variation
Exception rate (number of exceptions).	4.9% (5)	7.3%	11.5%	N/A

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 150/90mmHg or less (01/04/2017 to 31/03/2018) (QOF)	81.8%	80.0%	82.6%	No statistical variation
Exception rate (number of exceptions).	3.5% (27)	2.8%	4.2%	N/A
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 (01/04/2017 to 31/03/2018) (QOF)	81.1%	87.6%	90.0%	No statistical variation

Exception rate (number of exceptions).	7.0% (4)	6.3%	6.7%	N/A
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Families, children and young people Population group rating: Good

Findings

- The practice was aware that childhood immunisation uptake rates for two year old children were slightly below the World Health Organisation (WHO) targets (by 3 patients) but we saw unverified data to show that during the last 12 months the uptake was now above 90%.
- The practice had arrangements to identify and review the treatment of newly pregnant women on long-term medicines. These patients were provided with advice and post-natal support in accordance with best practice guidance.
- The practice had arrangements for following up failed attendance of children's appointments following an appointment in secondary care or for immunisation and would liaise with health visitors when necessary.
- Young people could access services for sexual health and contraception.

Child Immunisation	Numerator	Denominator	Practice %	Comparison to WHO target
The percentage of children aged 1 who have completed a primary course of immunisation for Diphtheria, Tetanus, Polio, Pertussis, Haemophilus influenza type b (Hib)((i.e. three doses of DTaP/IPV/Hib) (01/04/2017 to 31/03/2018)	206	222	92.8%	Met 90% minimum (no variation)
The percentage of children aged 2 who have received their booster immunisation for Pneumococcal infection (i.e. received Pneumococcal booster) (PCV booster) (01/04/2017 to 31/03/2018) (NHS England)	189	213	88.7%	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) (01/04/2017 to 31/03/2018) (NHS England)	189	213	88.7%	Below 90% minimum (variation negative)
The percentage of children aged 2 who have received immunisation for measles, mumps and rubella (one dose of MMR) (01/04/2017 to 31/03/2018) (NHS England)	189	213	88.7%	Below 90% minimum (variation negative)

Working age people (including those recently retired and students)

Population group rating: Good

Findings

- Patients had access to appropriate health assessments and checks including NHS checks for patients aged 40 to 74. There was appropriate and timely follow-up on the outcome of health assessments and checks where abnormalities or risk factors were identified.
- Patients could book or cancel appointments online and order repeat medicine without the need to attend the surgery.
- In common with other practices in the CCG, improved evening and weekend access appointments were now provided at various hub locations.

Cancer Indicators	Practice	CCG average	England average	England comparison
The percentage of women eligible for cervical cancer screening at a given point in time who were screened adequately within a specified period (within 3.5 years for women aged 25 to 49, and within 5.5 years for women aged 50 to 64) (01/04/2017 to 31/03/2018) (Public Health England)	64.6%	66.3%	71.7%	No statistical variation
Females, 50-70, screened for breast cancer in last 36 months (3 year coverage, %) (01/04/2017 to 31/03/2018) (PHE)	65.6%	63.6%	70.0%	N/A
Persons, 60-69, screened for bowel cancer in last 30 months (2.5 year coverage, %)(01/04/2017 to 31/03/2018) (PHE)	49.9%	47.6%	54.5%	N/A
The percentage of patients with cancer, diagnosed within the preceding 15 months, who have a patient review recorded as occurring within 6 months of the date of diagnosis. (01/04/2017 to 31/03/2018) (PHE)	81.6%	75.9%	70.2%	N/A
Number of new cancer cases treated (Detection rate: % of which resulted from a two week wait (TWW) referral) (01/04/2017 to 31/03/2018) (PHE)	48.0%	48.2%	51.9%	No statistical variation

People whose circumstances make them vulnerable

Population group rating: Good

Findings

- End of life care was delivered in a coordinated way which took into account the needs of those whose circumstances may make them vulnerable.
- The practice held a register of patients living in vulnerable circumstances including homeless people and those with a learning disability.
- The practice had a system for vaccinating patients with an underlying medical condition according

to the recommended schedule.

• The practice demonstrated that they had a system to identify people who misused substances.

People experiencing poor mental health (including people with dementia)

Population group rating: Good

Findings

- The practice assessed and monitored the physical health of people with mental illness, severe mental illness, and personality disorder by providing access to health checks, interventions for physical activity, obesity, diabetes, heart disease, cancer and access to 'stop smoking' services.
- There was a system for following up patients who failed to attend for administration of long-term medicines.
- When patients were assessed to be at risk of suicide or self-harm the practice had arrangements in place to help them to remain safe.
- Patients at risk of dementia were identified and offered an assessment to detect possible signs of dementia. When dementia was suspected there was an appropriate referral for diagnosis.

Mental Health Indicators	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 (01/04/2017 to 31/03/2018) (QOF)	97.3%	92.0%	89.5%	-
Exception rate (number of exceptions).	4.3% (5)	7.1%	12.7%	N/A
The percentage of patients with schizophrenia, bipolar affective disorder and other psychoses whose alcohol consumption has been recorded in the preceding 12 months (01/04/2017 to 31/03/2018) (QOF)	98.2%	92.8%	90.0%	-
Exception rate (number of exceptions).	0.9% (1)	6.0%	10.5%	N/A
The percentage of patients diagnosed with dementia whose care plan has been reviewed in a face-to-face review in the preceding 12 months (01/04/2017 to 31/03/2018) (QOF)	95.5%	85.2%	83.0%	-
Exception rate (number of exceptions).	24.1% (7)	5.7%	6.6%	N/A

Any additional evidence or comments

• The practice had a very low percentage of patients aged over 65 years (4.9%) when compared to

the local and national averages at 9.1% and 17.3%. Consequently, the exception rate for patients diagnosed with dementia and whose care plan has been reviewed in a face-to-face review in the preceding 12 months is very high even though very few patients (7) had been exception coded. Those that had been exception coded however, were patients from the Royal Hospital for Neuro-disability who had initially joined the Practice in January 2018 and it was considered inappropriate by the practice to undertake care plan reviews during the remaining two months of that current QOF year. Those patients all had complex needs and appropriate care plans in place at the Royal Hospital for Neuro-disability. Those patients have all since been de-registered from the practice list.

Monitoring care and treatment

The practice had a comprehensive programme of quality improvement activity and routinely reviewed the effectiveness and appropriateness of the care provided.

Indicator	Practice	CCG average	England average
Overall QOF score (out of maximum 559)	541.8	537.1	537.5
Overall QOF exception reporting (all domains)	4.5%	4.5%	5.8%

	Y/N/Partial
Clinicians took part in national and local quality improvement initiatives.	Yes
The practice had a comprehensive programme of quality improvement and used information about care and treatment to make improvements.	Yes

Examples of improvements demonstrated because of clinical audits or other improvement activity in past two years

 We saw examples of clinical audit being undertaken by the practice. In one, a trainee GP had begun an audit to improve early cancer diagnosis by using thrombocytosis (the presence of high platelet (thrombocyte) counts in the blood) as a screening tool.

A recent study published in the British Medical Journal showed that having a platelet count above 400 highlighted a potential increased risk of cancer and so the aim of this audit was to contact these patients and offer a repeat full blood count. In those with a persistently raised platelet count, further screening would be conducted by offering a chest X-ray as a screening for lung cancer or, in those with no lung cancer evident on the chest X-ray, investigations would take place for colorectal cancer.

This audit had only commenced in February 2019 and was near completion in its first cycle but it showed an example of a clinically important audit which would demonstrate quality improvement by addressing a clinical area which is not frequently monitored

 We also saw a two-cycle vitamin D audit which evidenced more appropriate testing, documentation and adherence to clinical guidance in requesting vitamin D levels.

Effective staffing

The practice could demonstrate that staff had the skills, knowledge and experience to carry out their roles.

	Y/N/Partial
Staff had the skills, knowledge and experience to deliver effective care, support and treatment. This included specific training for nurses on immunisation and on sample taking for the cervical screening programme.	Yes
The learning and development needs of staff were assessed.	Yes
The practice had a programme of learning and development.	Yes
Staff had protected time for learning and development.	Yes
There was an induction programme for new staff.	Yes
Induction included completion of the Care Certificate for Health Care Assistants employed since April 2015.	Yes
Staff had access to regular appraisals, one to ones, coaching and mentoring, clinical supervision and revalidation. They were supported to meet the requirements of professional revalidation.	Yes
The practice could demonstrate how they assured the competence of staff employed in advanced clinical practice, for example, nurses, paramedics, pharmacists and physician associates.	Yes
There was a clear and appropriate approach for supporting and managing staff when their performance was poor or variable.	Yes

- There was an induction programme for all new staff which was specific to the individual and the role that they undertook.
- Staff learning and development was reviewed annually at appraisals and was ongoing throughout the year in line with development plans and training that the practice considered was necessary.
- The practice had weekly informal briefings within the various teams plus more formal monthly team meetings, whole practice meetings and continuous quality improvement meetings which involved every team.
- Nursing staff were supported in their revalidation by continuous development and meetings. The
 nursing team maintained their continuous professional development (CPD) and attended
 appropriate courses for example annual immunisation updates.
- If performance was not to an acceptable standard, this was investigated with procedures being changed or staff members given support and/or further training.

Coordinating care and treatment

Staff worked together and with other organisations to deliver effective care and treatment.

Indicator	Y/N/Partial
The contractor has regular (at least 3 monthly) multidisciplinary case review meetings	Yes

where all patients on the palliative care register are discussed (01/04/2017 to 31/03/2018)	
We saw records that showed that all appropriate staff, including those in different teams and organisations, were involved in assessing, planning and delivering care and treatment.	Yes
Care was delivered and reviewed in a coordinated way when different teams, services or organisations were involved.	Yes
Patients received consistent, coordinated, person-centred care when they moved between services.	Yes
For patients who accessed the practice's digital service there were clear and effective processes to make referrals to other services.	Yes

Helping patients to live healthier lives

Staff were consistent and proactive in helping patients to live healthier lives.

	Y/N/Partial
The practice identified patients who may need extra support and directed them to relevant services. This included patients in the last 12 months of their lives, patients at risk of developing a long-term condition and carers.	Yes
Staff encouraged and supported patients to be involved in monitoring and managing their own health.	Yes
Staff discussed changes to care or treatment with patients and their carers as necessary.	Yes
The practice supported national priorities and initiatives to improve the population's health, for example, stop smoking campaigns, tackling obesity.	Yes

• The practice was involved in social prescribing and working with patients to improve their own health outcomes. Social prescribing is a way of linking patients in primary care with sources of support within the community. It provides GPs with a non-medical referral option that can operate alongside existing treatments to improve health and well-being.

Smoking Indicator	Practice	CCG average	England average	England comparison
The percentage of patients with any or any combination of the following conditions: CHD, PAD, stroke or TIA, hypertension, diabetes, COPD, CKD, asthma, schizophrenia, bipolar affective disorder or other psychoses whose notes record smoking status in the preceding 12 months (01/04/2017 to 31/03/2018) (QOF)	96.5%	94.9%	95.1%	No statistical variation
Exception rate (number of exceptions).	2.5% (39)	0.6%	0.8%	N/A

Consent to care and treatment

The practice always obtained consent to care and treatment in line with legislation and guidance.

	Y/N/Partial
Clinicians understood the requirements of legislation and guidance when considering consent and decision making. We saw that consent was documented.	Yes
Clinicians supported patients to make decisions. Where appropriate, they assessed and recorded a patient's mental capacity to make a decision.	Yes
The practice monitored the process for seeking consent appropriately.	Yes

- Consent for procedures were recorded in the clinical system when appropriate with an explanation being offered. Consent was also obtained when patients were offered an appointment with doctors training to be GPs.
- All clinicians had received training in assessing patients" mental capacity.

Caring

Rating: Good

Kindness, respect and compassion

Staff treated patients with kindness, respect and compassion. Feedback from patients was positive about the way staff treated people.

	Y/N/Partial
Staff understood and respected the personal, cultural, social and religious needs of patients.	Yes
Patients were given appropriate and timely information to cope emotionally with their care, treatment or condition.	Yes

CQC comments cards	
Total comments cards received.	22
Number of CQC comments received which were positive about the service.	21
Number of comments cards received which were mixed about the service.	1
Number of CQC comments received which were negative about the service.	0

Source	Feedback
Comment Cards	Patient comments included feedback that the doctors and staff couldn't be faulted; the GPs and the administration team were all extremely good; care needs were met; treatment was good. In addition, patients said that staff listened to patients; patients felt cared for; staff went above and beyond with patient care and that the surgery was always clean and well maintained.
	The mixed comment card referred to appointment availability and it was felt that, on occasions, it was too long before an appointment could be booked.

National GP Survey results

Note: The questions in the 2018 GP Survey indicators have changed. Ipsos MORI have advised that the new survey data must not be directly compared to the past survey data, because the survey methodology changed in 2018.

Practice population size	Surveys sent out	Surveys returned	Survey Response rate%	% of practice population
18145	422	99	23.5%	0.55%

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP	86.7%	90.2%	89.0%	No statistical

Indicator	Practice	CCG average	England average	England comparison
patient survey who stated that the last time they had a general practice appointment, the healthcare professional was good or very				variation
good at listening to them (01/01/2018 to 31/03/2018)				
The percentage of respondents to the GP patient survey who stated that the last time they had a general practice appointment, the healthcare professional was good or very good at treating them with care and concern (01/01/2018 to 31/03/2018)	84.1%	87.7%	87.4%	No statistical variation
The percentage of respondents to the GP patient survey who stated that during their last GP appointment they had confidence and trust in the healthcare professional they saw or spoke to (01/01/2018 to 31/03/2018)	90.6%	95.9%	95.6%	-
The percentage of respondents to the GP patient survey who responded positively to the overall experience of their GP practice (01/01/2018 to 31/03/2018)	85.1%	87.2%	83.8%	No statistical variation

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

Any additional evidence

- The practice had completed surveys and had a suggestions box as well as a complaints procedure. They also undertook patient surveys on their GPs. The results were used to develop the team and provide positive messages to staff about their hard work.
- Patient survey results were discussed in quarterly Patient Participation Group (PPG) meetings.

Involvement in decisions about care and treatment

Staff helped patients to be involved in decisions about care and treatment.

choices and offered further information to support their understanding.

	Y/N/Partial
Staff communicated with patients in a way that helped them to understand their care, treatment and condition, and any advice given.	Yes
Staff helped patients and their carers find further information and access community and advocacy services.	Yes
 Patients were involved in their care and decisions about their care; they were could 	nselled about

• The reception team were very knowledgeable about local facilities and support groups and could advise patients about these.

Source	Feedback
patients.	Patients were positive about the level of service provided by the practice. They understood the pressures on the practice and were particularly appreciative of the efforts provided by all staff.

National GP Survey results

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who stated that during their last GP appointment they were involved as much as they wanted to be in decisions about their care and treatment (01/01/2018 to 31/03/2018)	94.1%	94.9%	93.5%	No statistical variation

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

- Noticeboards and leaflets informed patients how to access support groups and organisations.
- Leaflets could be printed in a large font and in other languages if required.

Carers	Narrative
Percentage and number of	A total of 82 patients had been identified as carers, this represented 0.05%
carers identified.	of the practice population.
· · · · · · · · · · · · · · · · · · ·	Carers were identified when registering with the practice and were offered
carers.	health checks, flu vaccinations and longer appointments if needed They were also signposted to support organisations.
1	GPs would contact recently bereaved patients, either by telephone or via a home visit depending on the circumstances.
	The practice has also hosted an annual café event during national death awareness week. The event's purpose was to meet and talk openly about death and dying, given that it is typically an avoided subject.

Privacy and dignity

The practice respected patients' privacy and dignity.

	Y/N/Partial
Curtains were provided in consulting rooms to maintain patients' privacy and dignity during examinations, investigations and treatments.	Yes
Consultation and treatment room doors were closed during consultations.	Yes
A private room was available if patients were distressed or wanted to discuss sensitive issues.	Yes
There were arrangements to ensure confidentiality at the reception desk.	Yes

- Curtains were seen in all the clinical rooms to maintain privacy and dignity.
- A room could be made available for patients to discuss sensitive issues or if they were upset.
- Breastfeeding mothers could use a private room if they wished to feed their baby whilst visiting the surgery.

Responsive

Rating: Good

Responding to and meeting people's needs

The practice organised and delivered services to meet patients' needs.

	Y/N/Partial
The importance of flexibility, informed choice and continuity of care was reflected in the services provided.	Yes
The facilities and premises were appropriate for the services being delivered.	Yes
The practice made reasonable adjustments when patients found it hard to access services.	Yes
The practice provided effective care coordination for patients who were more vulnerable or who had complex needs. They supported them to access services both within and outside the practice.	Yes
Care and treatment for patients with multiple long-term conditions and patients approaching the end of life was coordinated with other services.	Yes

- The individual needs of patients were recognised and the practice worked as a team to offer continuity of care for routine matters with the same GP wherever possible
- The practice offered after school and Saturday appointments to meet the needs of working age people and to ensure that children did not need to miss school.

Practice Opening Times	
Day	Time
Opening times:	
Monday	8am to 8pm
Tuesday	8am to 8pm
Wednesday	8am to 8pm
Thursday	8am to 8pm
Friday	8am to 8pm
Saturday	9am to 12pm and 1pm to 4pm
Appointments available:	
Monday	8am to 8pm
Tuesday	8am to 8pm
Wednesday	8am to 8pm
Thursday	8am to 8pm
Friday	8am to 8pm
Saturday	9am to 12pm and 1pm to 4pm

Any additional evidence or comments

The practice offered:

• Same day appointments

- Telephone appointments in the morning and evening
- Emergency appointments in the morning and evening
- Routine appointments available daily 8.00am 8.00pm
- Saturday Appointments 9.00am 4.00pm
- On-line appointments and ask a Dr E-mail access
- Extended Hours Appointments via the local GP Federation hub
- Direct access booking via the NHS 111 service or the local A&E

National GP Survey results

Practice population size	Surveys sent out	Surveys returned	Survey Response rate%	% of practice population
18145	422	99	23.5%	0.55%

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who stated that at their last general practice appointment, their needs were met (01/01/2018 to 31/03/2018)	94.6%	94.1%	94.8%	No statistical variation

Older people

Population group rating: Good

Findings

- All patients had a named GP who supported them in whatever setting they lived.
- The practice was responsive to the needs of older patients, and offered home visits and urgent appointments for those with enhanced needs and complex medical issues.
- In recognition of the religious and cultural observances of some patients, the GP would respond quickly, often outside of normal working hours, to provide the necessary death certification to enable prompt burial in line with families' wishes when bereavement occurred.

People with long-term conditions

Population group rating: Good

Findings

- Patients with multiple conditions had their needs reviewed in one appointment.
- The practice liaised regularly with the local district nursing team and community matrons to discuss and manage the needs of patients with complex medical issues.
- Care and treatment for people with long-term conditions approaching the end of life was coordinated with other services.

Families, children and young people Population group rating: Good

Findings

- Appointments were available outside of school times (including Saturdays) and improved access appointments at the local hubs were also available in the evenings so that children did not need to miss school.
- We found there were systems 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 accident and emergency (A&E) attendances. Records we looked at confirmed this.
- All parents or guardians calling with concerns about a child were offered a same day appointment when necessary.

Working age people (including those recently retired and students)

Population group rating: Good

Findings

- The needs of this population group had been identified and the practice had adjusted the services it offered to ensure these were accessible, flexible and offered continuity of care.
- The practice offered appointments from 8am to 8pm Monday to Friday and 9am to 12pm and 1pm to 4pm on Saturdays. Pre-bookable appointments were also available to all patients, between 8.00am and 8.00pm, at additional locations within the area as the practice was a member of the local GP federation improved access Hub.

People whose circumstances make them vulnerable

Population group rating: Good

Findings

- The practice held a register of patients living in vulnerable circumstances including homeless people, travellers and those with a learning disability.
- People in vulnerable circumstances were easily able to register with the practice, including those with no fixed abode.
- The practice adjusted the delivery of its services to meet the needs of patients with a learning disability.

People experiencing poor mental health (including people with dementia)

Population group rating: Good

Findings

- Priority appointments were allocated when necessary to those experiencing poor mental health.
- Patients experiencing poor mental health and who attended the practice without an appointment would be seen, , by either a GP or a member of the nursing team to ensure their immediate care needs were met.
- Staff interviewed had a good understanding of how to support patients with mental health needs and those patients living with dementia.

• The practice was aware of support groups within the area and signposted their patients to these accordingly.

Timely access to the service

People were able to access care and treatment in a timely way.

National GP Survey results

	Y/N/Partial
Patients with urgent needs had their care prioritised.	Yes
The practice had a system to assess whether a home visit was clinically necessary and the urgency of the need for medical attention.	Yes
Appointments, care and treatment were only cancelled or delayed when absolutely necessary.	Yes

- Reception team followed procedures to identify patients with urgent needs and would inform the duty doctor of any potentially life-threatening situations.
- Urgent appointments were offered in the morning and afternoon/evening surgeries and if a patient needed to be seen urgently, outside of these sessions, the duty doctor would see them.
- Home visit requests were recorded in a visit book and on the clinical system. A GP would ring the
 patient/carer to establish the problem and clinical need for the visit. Advice would be given as to
 whether the visit was needed or alternative options, such as a telephone appointment or the need
 for hospital admission would be agreed.
- If a visit request came from a care agency (often for elderly frail patients living alone) the name and contact details of the person requesting the visit was obtained so that a GP would know exactly what the nature of the problem was and whether there would be anyone with the patient.

Indicator	Practice	CCG average	England average	England comparison
The percentage of respondents to the GP patient survey who responded positively to how easy it was to get through to someone at their GP practice on the phone (01/01/2018 to 31/03/2018)	73.4%	N/A	70.3%	No statistical variation
The percentage of respondents to the GP patient survey who responded positively to the overall experience of making an appointment (01/01/2018 to 31/03/2018)	66.9%	74.7%	68.6%	No statistical variation
The percentage of respondents to the GP patient survey who were very satisfied or fairly satisfied with their GP practice appointment times (01/01/2018 to 31/03/2018)	65.5%	71.0%	65.9%	No statistical variation
The percentage of respondents to the GP patient survey who were satisfied with the type of appointment (or appointments) they	76.1%	75.2%	74.4%	No statistical variation

Indicator	Practice	CCG average	England average	England comparison
were offered (01/01/2018 to 31/03/2018)				

Listening and learning from concerns and complaints

Complaints were listened and responded to and used to improve the quality of care.

Complaints	
Number of complaints received in the last year.	36
Number of complaints we examined.	5
Number of complaints we examined that were satisfactorily handled in a timely way.	36
Number of complaints referred to the Parliamentary and Health Service Ombudsman.	0

	Y/N/Partial
Information about how to complain was readily available.	Yes
There was evidence that complaints were used to drive continuous improvement.	Yes
A complaint leaflets were kept in reception and handed to patients if requested.	There was a

 A complaint leaflets were kept in reception and handed to patients if requested. There was a complaints procedure in place and we saw that complaints were properly investigated and recorded so that trends and training needs could be identified.

Example(s) of learning from complaints.

Complaint	Specific action taken
clinician to discuss test results. The	This was discussed at an administration meeting and a letter was sent to the patient explaining the practice procedure for notifying patients of their test results, and how to sign up for on-line access to test their results.
	An apology was given to the patient and a follow up appointment offered with another clinician.
	This complaint was discussed with the clinician who took the opportunity to reflect upon their consultation manner. The practice continued to monitor this clinician to see whether this was a one-off incident or if it was becoming a trend

Well-led

Rating: Good

Leadership capacity and capability

There was compassionate, inclusive and effective leadership at all levels.

	Y/N/Partial
Leaders demonstrated that they understood the challenges to quality and sustainability.	Yes
They had identified the actions necessary to address these challenges.	Yes
Staff reported that leaders were visible and approachable.	Yes
There was a leadership development programme, including a succession plan.	Yes

- The partners each had a lead area of responsibility in the practice. This included areas such as safeguarding, staffing issues or finance.
- Regular clinical and staff meetings were held to discuss all aspects of the practice. All meetings had an agenda and minutes were recorded.
- The partners and managers met regularly to discuss staffing issues, finance, premises and contracts to ensure that they were reactive and ready to face the challenges of general practice.
- Staff said that they felt part of a strong team and supported by the GPs and management team.
 They could speak to the practice manager, or a partner, if they had concerns or needed pastoral support.

Vision and strategy

The practice had a clear vision and credible strategy to provide high quality sustainable care.

	Y/N/Partial
The practice had a clear vision and set of values that prioritised quality and sustainability.	Yes
There was a realistic strategy to achieve their priorities.	Yes
The vision, values and strategy were developed in collaboration with staff, patients and external partners.	Yes
Staff knew and understood the vision, values and strategy and their role in achieving them.	Yes
Progress against delivery of the strategy was monitored.	Yes

- During partnership meetings the strategy and sustainability of the practice would be planned and monitored.
- Staff were aware of the vision and values and had helped to develop the strategy.
- The practice had begun discussions with their locality group regarding the formation of a Primary Care Network.

Culture

The practice had a culture which drove high quality sustainable care.

	Y/N/Partial
There were arrangements to deal with any behaviour inconsistent with the vision and values.	Yes
Staff reported that they felt able to raise concerns without fear of retribution.	Yes
There was a strong emphasis on the safety and well-being of staff.	Yes
There were systems to ensure compliance with the requirements of the duty of candour.	Yes
The practice's speaking up policies were in line with the NHS Improvement Raising Concerns (Whistleblowing) Policy.	Yes

- Feedback from staff confirmed that they felt supported and valued.
- For the last few years the practice had organised a fully paid weekend away for all staff which
 has had positive results in terms of team building and boosting staff morale to promote a happy
 and motivated working environment.
- Staff were aware of the whistleblowing policy and felt able to raise concerns if needed.
- There was a zero-tolerance policy in place as regards any potential abuse from patients.

Governance arrangements

There were clear responsibilities, roles and systems of accountability to support good governance and management.

	Y/N/Partial
There were governance structures and systems which were regularly reviewed.	Yes
Staff were clear about their roles and responsibilities.	
There were appropriate governance arrangements with third parties.	Yes

- Policies and procedures were in place and accessible to staff on the computer system. The
 practice manager regularly reviewed and updated the policies as required.
- Job descriptions and responsibilities were discussed during annual appraisals and updated as required.
- There was a system in place for investigating, reviewing and learning from complaints and significant events. They were then formally documented centrally and discussed during staff and clinical meetings to ensure that actions were completed as agreed or required.
- There were health and safety systems in place and equipment was maintained in line with guidance.

Managing risks, issues and performance

There were clear and effective processes for managing risks, issues and performance.

	Y/N/Partial
There were comprehensive assurance systems which were regularly reviewed and improved.	
There were processes to manage performance.	
There was a systematic programme of clinical and internal audit.	
There were effective arrangements for identifying, managing and mitigating risks.	
A major incident plan was in place.	
Staff were trained in preparation for major incidents.	
When considering service developments or changes, the impact on quality and sustainability was assessed.	

- Examples of clinical audit which evidenced quality improvement were seen.
- The practice had undertaken several risk assessments including infection control and premises risk assessments. Recommendations from risk assessments had been actioned and monitored.

Appropriate and accurate information

There was a demonstrated commitment to using data and information proactively to drive and support decision making.

	Y/N/Partial
Staff used data to adjust and improve performance.	Yes
Performance information was used to hold staff and management to account.	Yes
Our inspection indicated that information was accurate, valid, reliable and timely.	Yes
There were effective arrangements for identifying, managing and mitigating risks.	
Staff whose responsibilities included making statutory notifications understood what this entails.	

Engagement with patients, the public, staff and external partners

The practice involved the public, staff and external partners to sustain high quality and sustainable care.

	Y/N/Partial
Patient views were acted on to improve services and culture.	Yes
Staff views were reflected in the planning and delivery of services.	Yes
The practice worked with stakeholders to build a shared view of challenges and of the needs of the population.	Yes

- The practice sought patient feedback by utilising national and internal patient surveys and the NHS Friends and Family test (FFT). The FFT is an opportunity for patients to provide feedback on the services that provide their care and treatment. The practice reviewed the comments to identify areas for improvement.
- Staff were able to contribute their views and suggestions at meetings, appraisals and at any time in discussions.

Continuous improvement and innovation

There was evidence of systems and processes for learning, continuous improvement and innovation.

	Y/N/Partial
There was a strong focus on continuous learning and improvement.	Yes
Learning was shared effectively and used to make improvements.	Yes

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 "zscore" (this tells us the number of standard deviations from the mean the data point is), giving us a statistical measurement of a practice's performance in relation to the England average. We highlight practices which significantly vary from the England average (in either a positive or negative direction). We consider that z-scores which are higher than +2 or lower than -2 are at significant levels, warranting further enquiry. Using this technique we can be 95% confident that the practices performance is genuinely different from the average. It is important to note that a number of factors can affect the Z score for a practice, for example a small denominator or the distribution of the data. This means that there will be cases where a practice's data looks quite different to the average, but still shows as no statistical variation, as we do not have enough confidence that the difference is genuine. There may also be cases where a practice's data looks similar across two indicators, but they are in different variation bands.

The percentage of practices which show variation depends on the distribution of the data for each indicator, but is typically around 10-15% of practices. The practices which are not showing significant statistical variation are labelled as no statistical variation to other practices.

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

The following language is used for showing variation:

	Variation Band	Z-score threshold
1	Significant variation (positive)	Z ≤-3
2	Variation (positive)	-3 < Z ≤ -2
3	No statistical variation	-2 < Z < 2
4	Variation (negative)	2 ≤ Z < 3
5	Significant variation (negative)	Z ≥3
6	No data	Null

Note: for the following indicators the variation bands are different:

- Child Immunisation indicators. These are scored against the World Health Organisation target of 95% rather than the England average.
- The percentage of respondents to the GP patient survey who responded positively to how easy it was to get through to someone at their GP practice
 on the phone uses a rules based approach for scoring, due to the distribution of the data. This indicator does not have a CCG average.

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: https://www.cqc.org.uk/guidance-providers/gps/how-we-monitor-gp-practices

Glossary of terms used in the data.

- COPD: Chronic Obstructive Pulmonary Disease
- PHE: Public Health England
- QOF: Quality and Outcomes Framework
- 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.