Stanhope Mews West General Practice A Guide for Patients

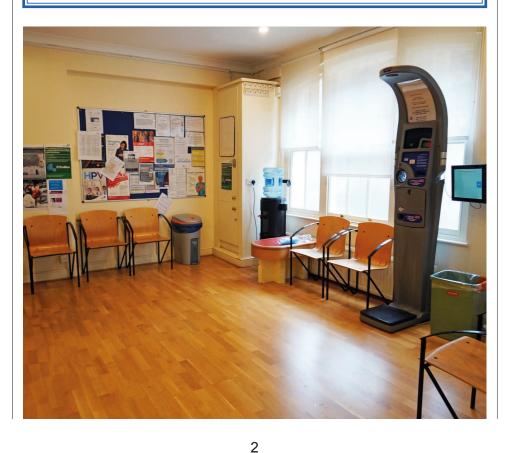




Our Mission Statement

'Helping Others to Help Themselves'

'We aim to always deliver care with this in mind — continually striving to include patients in decisions about their own care and empowering them to support their own recovery or live with a long-term condition in a safe, effective and caring environment. We are committed to delivering high quality, thoughtful, responsive care to all our patients, tailored to their individual needs.'



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Introduction

Stanhope Mews Surgery, or Stanhope Mews West (SMW), is a large general practice currently serving around 16,000 patients, predominantly from the South Kensington area and within the Royal Borough of Kensington and Chelsea. SMW provides general practitioner (GP) services and access to other primary and secondary health and social care services.

This handbook, written as a collaboration between patients and the practice team, is intended to help you to know more about the range of services available, and how you can use them to gain maximum benefit for your own health and wellbeing. It is available as a paper version and electronically on the practice website where it will be regularly updated.

Our CQC Rating

The Care Quality Commission (CQC) is the independent regulator of health and social care in England. It regularly

monitors general practice services and provides an overall rating for each practice under safe, effective, caring, responsive and well-led categories. SMW's rating for all five categories is good.

The National General Practice Patient Survey

This survey is commissioned each year by NHS England. Questionnaires are sent to over two million randomly selected patients who are asked about their use of GP services and their overall patient experience and patient satisfaction. Of the patients from SMW that took part in the survey in 2023, 89% described their overall experience as good or very good. This compares with a national average of 72%.

Veteran patients

SMW is part of a growing community of over 2,300 practices in England that have become armed forces veteranfriendly accredited.

See: rcgp.org.uk/veterans.

SMW has taken positive steps to ensure its practice team can identify, understand, support and, where appropriate, refer armed forces veteran patients to specialist services.

Asylum patients

SMW is the lead practice for Brompton Health Primary Care Network (PCN) for providing primary care services to refugees and people seeking asylum.

Our full address

Stanhope Mews Surgery 5-9 Stanhope Mews West London SW7 5RB

Accessibility

Step-free access is available throughout the practice.



Section A

How to find your way around local health services

Who can register

To access services from the SMW practice, you need to be registered with us. Any person living in England or Wales can register, but only those living within our designated local catchment area can receive the full range of services on offer.

For those registering from outside the catchment area. we are not able to offer home visits nor some of the locally commissioned community services. On occasion it may be deemed clinically unsuitable to register certain out-ofcatchment patients. In those instances, we will contact you to explain why it was felt to be unsuitable or inappropriate. You can only be registered with one NHS GP practice at a time, although for emergency situations a 'temporary registration' at a different practice is allowable for a period of up to two weeks.

How to register

You need to complete an application form, either in person at the practice or online. Once your registration is accepted, you will be registered with a named doctor in the practice. If you are currently registered with another NHS GP practice, your acceptance at SMW will trigger an automatic process whereby you will be 'de-registered' from the previous practice and an electronic notification sent in order to release your medical records to your new practice. You do not need to notify your previous practice.

The process of registration will happen more quickly if you are able to complete the form via the practice website. You will then be contacted by SMS or email to confirm that your application has been processed. We aim to process applications as quickly as

possible, but it can typically take up to a week. If you feel you have an urgent health-related reason that means you need to be registered more quickly, please do contact one of the reception team and they will do all they can to help. Alternatively, you can download the registration form, complete it in advance, and take it to the reception team at the practice where the registration process will be completed.

Who works at the practice

The clinical staff comprise GPs, practice nurses, health care assistants, pharmacists, a smoking-cessation advisor, a

(private) physiotherapist, and a social prescriber. The reception team are normally the first point of contact for patients, either in person or via the telephone. The receptionists are able to arrange face-to-face or telephone appointments with any members of the clinical team, as well as appointments with the allied 'My Care My Way' health and social care team. All staff are supported by the admin and clerical staff and are overseen by the practice manager and her deputy. A full list of the current medical. nursing and other members of the SMW practice team is given in Appendix 1.



Helping medical students learn medicine at the surgery

Stanhope Mews West is an accredited teaching centre for Imperial College London and medical students join the practice on attachment as part of their training to become doctors. Patients may be asked if they are willing to see a medical student as well as the health care professional they have the appointment with. The practice would be very grateful if you would give consent for this arrangement, and by doing so, contribute to the training of the next generation of doctors. Of course, if you prefer not to have a medical student at your appointment it will not affect your treatment in any way.

Other clinical services offered to SMW patients

SMW is a hub practice for providing and reporting ECGs (electrocardiograms) for a number of practices in the south of the borough. ECGs may be used to investigate heart-related conditions. The practice also currently offers a screening service for atrial

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fibrillation (a common problem affecting heart rhythm) for patients aged 55 and over. The practice provides a Minor Surgery service for the removal of certain skin lesions and growths under local anaesthetic. SMW also offers cryotherapy (freezing treatment) for warts and other common skin conditions.

SMW offers comprehensive contraceptive and women's health services including the fitting of intra-uterine devices (coils), implants, ring pessaries, and the Mirena coil as part of hormone replacement therapy.



Section B

How to contact the practice

If you want help or advice for a health problem, you can contact the practice in several ways and you will be responded to appropriately, depending on the urgency of your need for contact.

By telephone

During opening hours, which are currently: 08:00 to 18:30, Monday to Friday, on 020 7835 0400. Once contact has been made, the highly trained reception team will discuss your needs with you and direct you to one of the following:

A telephone appointment

If your request is urgent, please telephone at 08:30 for an urgent morning appointment or 14:30 for one of the afternoon urgent appointments. The lines can sometimes be busy but there is an automated queuing system and the calls are processed speedily. A doctor will call you back, usually within the hour, to discuss your health

needs and advise accordingly. A substantial proportion of urgent problems can be addressed via telephone alone, but should you or the doctor feel it necessary, there will also be capacity for you to be invited in for an urgent sameday face-to-face consultation.

Most issues, such as requesting repeat prescriptions, arranging blood tests, discussing results, and requesting specialist referrals, can be dealt with on-line or via a booked telephone appointment.

A face-to-face appointment

As stated above, if you or your GP feel you need to be seen urgently, you will be invited to attend on that day.

For non-urgent matters, faceto-face appointments at the surgery are available to be booked in advance, up to four weeks ahead.

On-line contact

This can be made through the practice website once you have registered and been allocated your unique log-in and password, or via the NHS App with a log-in and password.

Coming into the practice to see the reception team

During opening hours, the reception team can deal with enquiries and can also arrange future appointments for you with a doctor, nurse, or healthcare assistant.

Some services do not require a GP appointment in the first instance. For example, reception staff can directly organise an NHS first contact physiotherapy appointment.

Home visits

If you are unable to come to the surgery and require a home visit, please telephone 020 7835 0400 before 10:30 if possible. After 18:00, at weekends, and on bank holidays, please use the NHS 111 service.

Cancelling an appointment

Many people do not attend their appointments, leading to wasted doctor and nurse time and delays in other people being able to get an appointment. On average there are 60 missed appointments per month.

If you are unable to attend your appointment for any reason, or the health problem for which you booked your appointment has cleared up, please remember to cancel your appointment, and let us know well in advance so that it may be allocated to another patient. Even cancelling an appointment with 10 minutes' notice will often allow sufficient time to fit in another patient in need.

You can use the on-line system, the telephone (020 7835 0400), or come in to speak to the reception staff to make the cancellation.

Out-of-hours contact

There are several ways to seek medical advice when the practice is closed.

The free NHS helpline is available 24 hours a day, seven days a week and can be contacted by calling 111. A clinical or medical advisor will be able to assess you over the phone and give advice for further action.

For medical emergencies 999 should always be used.

The reception team can arrange for patients to have a GP appointment between 06:30-20:00 on weekdays. bank holidays and weekends. These appointments are organised for West London patients. GPs are available to contact you by telephone or see you in person at the Violet Melchett Centre or the St Charles Centre. the two local hubs offering this service. Appointments must be made in advance through SMW's reception team. Some appointments are ring-fenced



for SMW patients and some are made available through the Primary Care Network for patients with their own GPs. An out-of-hours GP service is also available through NHS 111 and, where appropriate, a clinical advisor will assess and give advice on when and where to go for treatment. They can also book a patient to see an out-of-hours GP face-to-face if needed.

Extended Hours Hubs

In addition to the GP appointments offered out of hours, other pre-booked services are also available from Violet Melchett or St Charles and include:

- Self-care information and advice for minor ailments
- Cervical screening and contraceptive services
- Childhood immunisations and vaccinations
- Wound care

Community Pharmacists

Many community pharmacists are qualified to give clinical advice and can offer treatments for certain conditions.

The new 'Pharmacy First' scheme, launched in 2024, allows pharmacists to directly issue medications for a range of common ailments including sore throat, earache, sinusitis, impetigo, shingles, infected insect bites and uncomplicated urinary tract infections in women.

Patients requiring translation services

For patients with a limited understanding of the English language, a translation service can be provided for urgent and pre-booked telephone consultations. Over 250 languages are covered through a communication and interpretation service provided by Silent Sounds Communication Ltd.

For pre-booked face-to-face appointments, if a patient feels that they may need a translator, they should alert the reception team at the time of making their booked appointment. A translator will then be organised to attend the consultation. It is preferred that patients do not bring their own translator to these appointments.

Section C

The Stanhope Mews Surgery website

Our website: stanhopemewswest.co.uk

Here you can find details about the running of the practice, and the latest news and information on various health related topics.

Using the practice website to manage appointments and repeat prescriptions

On-line requests for appointments, repeat prescriptions and test results can be made in two ways: either through a password system on the website (SystmOnline) or through the NHS App, also via a password system.

SystmOnline

You will need to register with the surgery for on-line access by completing an application form on the practice website. Once processed, you will be asked to bring two forms of ID to reception to confirm your identity. One of these items should include your photograph.

A username and password will then be issued to you.

The NHS app

The NHS app: nhs.uk/nhs-app
This can be set up on your mobile phone or laptop.
To access the app, you will need to set up an NHS login and prove who you are. Your NHS App then securely connects to information from your GP surgery. If your device supports fingerprint detection or facial recognition, you can use it to log in to your NHS App each time, instead of using a password and security code.

Once you have logged in, you will be able to order repeat prescriptions, make appointments, get test results etc. The NHS website also covers many other health related services.

NHS PATCHS

This is an alternative way of contacting the practice via the practice website or the NHS App. Advice about a range of health issues can be requested using this system.

The request is submitted using the PATCHS "chatbot". It then enters SMW's inbox for staff to read and respond. Each request is triaged and allocated to the appropriate person for action. The response can be made through on-line messaging, SMS, telephone or video call.



Section D

Preventive and ancillary health services and social prescribing

The Violet Melchett Health
Centre in the south of the
borough and the St Charles
Centre for Health and
Wellbeing in the north of the
borough are the two main
centres used for out-of-hours
appointments and the provision
of some other specific services.

If an evening or weekend appointment is more convenient, the SMW reception team can book a GP, a practice nurse, or a phlebotomy appointment at the Violet Melchett Centre for these times. Your GP may also refer you to these centres where preventive and ancillary services, diagnostic testing, and some treatment services may be provided.

See Section B for the list of services available at the extended hours hubs.

Social prescribing

This is offered for patients aged 18-64 years. Social prescribers are trained to help patients with social issues that may have an impact on their health; they can identify these needs and signpost them to the relevant agencies for support and follow up. Such social issues may include housing or financial difficulties or issues related to diet or lifestyle.

There are several links in the Wellbeing section of the SMW website that signpost where to find additional help if needed. Here, you'll find contact details for some of these services, many of which do not require a GP appointment in the first instance. See SMW website and Appendix 2. A further list of support services can be obtained through the social prescribing service offered at SMW, or via the Kensington and Chelsea borough website.

Community Living Well is a community mental health service within Kensington & Chelsea. It brings together a range of healthcare professionals specialising in working with people who have mental health needs. It provides access to psychologists, talking therapies, peer-support groups, and other wellbeing services.

Patients also have the option to self-refer to Community Living Well via their website, or the SMW website. See Appendix 2 for more information.

My Care My Way is a service* dedicated to older adults (aged 65 years and over), intended to support these individuals to remain independent within their communities and have more control over their own care. Multi-disciplinary clinical teams, led by registered nurses and GPs, and supported by a pharmacist, work to identify specific needs and develop individualised care plans with a view to optimising health and social wellbeing.

*Violet Melchett Health Centre: 30 Flood Walk Chelsea London SW3 5RR

*St Charles Centre for Health and Wellbeing: Exmoor St London W10 6DZ

See:

<u>healthpartnersatvioletmelchett.</u> <u>co.uk/my-care-my-way</u>

Secondary Care

Chelsea & Westminster Hospital is the local NHS general hospital to which patients from this practice are mostly referred. There are however several other local hospitals including The Royal Marsden Hospital, The Royal Brompton Hospital, Charing Cross Hospital, St Charles' Hospital, Hammersmith Hospital and St Mary's Hospital that the practice has close links with. If a referral is made by the practice on your behalf, in most circumstances you have the right to choose which hospital you are being referred to.

Section E

Screening, vaccination and health check services

Screening

The practice nurses offer cervical screening for women within the NHS recommended age group. Breast, bowel, and lung cancer screening for patients within specific age brackets or at-risk groups is organised nationally via

invitation. The results are usually sent by post and will also be sent to the practice where they are actioned as appropriate. A detailed guide on all available NHS screening programmes can be accessed via the following website: nhs.uk/conditions/nhs-screening.



Immunisations

Baby and childhood vaccination appointments are offered to oversee and complete the vaccine schedules for these age groups. Immunisation against meningitis is available to young people up to the age of 25 vears if they did not receive the vaccine in school years 9 and 10. The HPV vaccine. which protects against cervical cancer, is also available up to the age of 25 years if it was missed out on at school in year 8. Other vaccines such as those to protect against influenza, Covid, shingles, or pneumococcal infection are routinely offered to the appropriate age and at-risk groups. A full breakdown of the current NHS vaccination schedule can be viewed at the following website:

nhs.uk/conditions/vaccinations/ nhs-vaccinations-and-when-tohave-them.

Some immunisations for travel related infections are available by appointment.

Health checks

A one-off health check from the age of 40 to 72 years is offered to everyone without a long-term health condition. Those living with a longterm condition, or on certain medications, will be invited for health checks or medication reviews as needed.



Section F

The Patient Participation Group and the Primary Care Network

The practice maintains a Patient Participation Group (PPG) which meets with the practice manager and the GPs every quarter to exchange information and views, and to give support to the functioning of the practice. An agenda is circulated in advance for each meeting and minutes are produced and shared afterwards. If you would like to contribute your views and ideas as to how the practice works for you, please ask for further details from Carol Joseph (ppg.stanhope@gmail.com), who acts as the chairperson for the SMW PPG.

We would be delighted to hear from you and to welcome any new members from the diverse population that we serve. Please contact Carol if you would like to find out more about becoming part of the group. The meetings are held at the practice between 17:30 and 19:00, and take place each

March, June, September and December. Further details are available on the SMW website.

Brompton Health Primary Care Network (PCN)

SMW is part of the Brompton Health Primary Care Network that was established in 2019 and now includes twelve general practices in the south of The Royal Borough of Kensington and Chelsea. The practices within the PCN share a common aim to improve the services offered to all of our patients. The PCN also provides some services that are shared across all twelve practices, making it easier for patients to access them at their convenience. For example. the pharmacists work across the PCN and provide expert advice to all the medical staff for a wide range of drug and prescription related issues.

A pan-PPG across Brompton Health PCN is currently under development. Patients from each of the twelve PPGs can meet at this forum to share ideas and experiences from their individual practices and to support the overall aims of the PCN.

Your feedback

More information about the PPG and the primary care network to which we belong is available on the SMW website. Any enquiries, ideas or suggestions for contributing to the support and functioning of the practice are most welcome and can be made through the website link.



Appendix 1

Staff who work at the practice



Lead Receptionists

Selina and Helen

Receptionists

Joy; Elaine; Ceylon; Joanna; Sheldon; Tatum

GP Partners

Dr Jenny Bedford; Dr Shuman Hussein; Dr Andrew Steeden; Dr Rhiannon Will

Doctors

GPs - Dr Sophie Barlow; Dr Anna Cantlay; Dr Nicola Darwent; Dr Oscar Duke; Dr Rebecca Logan; Dr Charlotte Moon; Dr Emma Standerline; Dr Arianna Lopes Vieira

Nurse Practitioner

Louise Farmery

Nurses

Theodora Blako; Elaine Hunt; Jorge Pamplona

Health Care Assistants

Philip Ambulai

Staff who work across the Brompton Health PCN

Pharmacists

Ardit; Hafiza; Hanifa; Parisa; Rinku

Pharmacy Technician

Asad

Social Prescriber Link Worker

Thomas Newland

My Care My Way team

Lauren; Lydia; Mark; Sabina; Sara

The practice managers and admin team

Practice Manager

Karen Rydings

Deputy Practice Manager

Sally James

Finance Manager

Zoe Murfitt

Appointments and Facilities Manager

Siamma Hameed

Practice Secretary

Sanja Kurtagic

Administrators

Florence Isaacs; Tracy Kennedy

Appendix 2

Preventive, wellbeing & ancillary services, including those available through social prescribing

The services listed below reflect but a small selection of the many ancillary services, both local and national, that are available to support patients with a wide range of health and social issues. Some may require a GP referral; however most can be accessed through an appointment with the Social Prescriber or by approaching the services directly. The list is not intended to be exhaustive; for more information, please reach out to SMW's Social Prescriber or our reception team. There is also more information on the SMW website.

Sexual Health Services

Sexual health services are free and readily accessible.

A number of clinics are available in the local area, including:

- The John Hunter Clinic (Chelsea)
- Hammersmith Broadway (Hammersmith)
- Falcon Road (Wandsworth), and 56 Dean Street (Soho)

Sexual Health London (SHL) are able to deliver testing kits in the post: shl.uk

Find a sexual health clinic near you: nhs.uk/service-search/find-a-sexual-health-clinic

Physiotherapy / Musculoskeletal Services

Patients can be referred to specialist musculoskeletal services or physiotherapists by their GP or can self-refer via the website below. Locally, this service is run by Healthshare: healthshare.org.uk/nhs-patients

Our reception team may also be able to directly book appointments with a 'first contact' physiotherapist, which may result in an earlier assessment. SMW is fortunate to also have a private physiotherapist on site, Amanda Stockton, who is also available for appointments.

Psychological & Mental Health Services

As outlined above in Section D, 'Community Living Well' is a community mental health service that brings together a range of healthcare professionals specialising in working with people who have mental health needs. It provides access to psychologists, talking therapies, peer-support groups, and other wellbeing services. Patients with mental health concerns are advised to contact their GP, although patients also have the option to self-refer to Community Living Well via their website, or the SMW website. communitylivingwell.co.uk

Child, Young People & Families

A range of services are on offer in the local area for children, young people, and families. Some can be accessed directly via the local authority and others via schools, the Health Visitor, or via the GP practice.

The 'Healthy Child Programme' is the national evidence-based universal programme for children aged 0-19 years. The mission statement of the programme is to give every child the best possible start in life. More information is available online: rbkc.gov.uk/kb5/rbkc/fis/home.page

Early Pregnancy Counselling & Abortion Services

You can speak to a GP and ask for a referral to an early pregnancy counselling or abortion service.

You can self-refer by contacting an abortion provider directly – the British Pregnancy Advisory Service (BPAS), MSI Reproductive Choices UK, or the National Unplanned Pregnancy Advisory Service (NUPAS). Your local NHS sexual health website can also tell you about eligibility and services in your area. More information is available online: nhs.uk/conditions/abortion

Maternity

The majority of maternity care will be delivered by secondary care services in hospitals. The local maternity service is based at Chelsea & Westminster Hospital. Patients should contact the service directly when they learn that they are pregnant to 'book' their pregnancy services:

chelwest.nhs.uk/services/maternity/self-refer-online

Your midwife will explain your care schedule with you when you attend for your first antenatal appointment. SMW offers routine checks for all pregnant women as part of the standard shared-care arrangement that it has with the hospital antenatal services, and also undertakes the 6-8 week check of mothers and babies after delivery.

District Nursing

SMW works closely with the locality-based district nursing team to support the care of the frail elderly, those with palliative care needs, and those who may be otherwise housebound or vulnerable.

Disease Screening

Depending on your age, sex, and risk profile, you may be invited to attend for disease screening, e.g. for cervical or bowel cancer. These programmes are organised at a national level. A full list of current NHS national screening programmes can be viewed at the following website: nhs.uk/conditions/nhs-screening. You may occasionally be invited separately, by the practice, to take part in local screening initiatives.

Benefits, Debt, Housing & Homelessness Support

SMW's Social Prescriber and 'My Care My Way', for younger and older adults respectively, are well-positioned to provide support for patients struggling with financial or housing issues. In addition, charitable organisations may be contacted directly for advice and support, for example, Citizen's Advice, Shelter, or the National Debt-line.



The Violet Melchett Health Centre

The Royal Borough of Kensington and Chelsea Website provides more information and support: rbkc.gov.uk

As well as offering mental health services, 'Community Living Well' can also provide peer-support, employment advice, and put you in touch with 'navigators' who are trained to offer practical support with a range of issues e.g. benefits, debt, housing, access to health and social care services and other rights and entitlements: communitylivingwell.co.uk

Adult Social Care

Adult Social Care's role is to support people's independence and wellbeing, and to enable them to live in the community with as much dignity, choice and control as possible.

If you think that you or a relative may benefit from carers, additional support, or equipment to help at home, then you can contact the council directly to request an assessment:

- Telephone (Social Services Line): 020 7361 3013
- Email: socialservices@rbkc.gov.uk

You can also liaise with 'My Care my Way' or a GP at the practice.

Drug and Alchohol Services

Patients wanting help for drug/alcohol problems are advised to contact their GP in the first instance for access to the relevant services. It may also be possible to self-refer via 'Turning Point' or NHS-allied services:

- <u>turning-point.co.uk/get-support/substance-use-self-referral</u>
- nhs.uk/live-well/addiction-support/drug-addiction-getting-help

Smoking Cessation

SMW currently have access to an in-house smoking cessation advisor, please contact our reception or a social prescriber to find out more. Patients can also refer themselves to local stop-smoking services: nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit

Employment Support / Retraining, Befriending, Carer Support, Disability Support, Volunteering, Community Centres, Healthy Living, Weight Loss Services, Community Initiatives e.g. Gardening or Group Activities

SMW's Social Prescriber and the *My Care My Way* team will be able to signpost to relevant organisations and make referrals if necessary. Your local council and library may also be able to offer support and advice. As well as offering mental health services, 'Community Living Well' can also provide peer-support and put you in touch with 'navigators' who are trained to offer practical support with a range of issues: communitylivingwell.co.uk



Stanhope Gardens

Acknowledgements

The PPG and specifically, Carol Joseph and Zarrina Kurtz would sincerely like to thank Stanhope Mews Surgery for all their help and support with producing this handbook.

We would also like to thank Caryl Harris and her team at Creative Interpartners for their book design and illustrations.

We are especially grateful to Karen Rydings, Dr Jenny Bedford, Dr Shuman Hussein and Dr Matt Sliney for providing us with advice and information on the wide range of services available to Stanhope patients. By putting all this information into a comprehensive package, we hope it will enable the patients registered with the practice to navigate smoothly their way to the services they require.



How to find us

Notes



Address

Stanhope Mews Surgery 5-9 Stanhope Mews West London SW7 5RB

Opening hours

08:00 to 18:30, Monday to Friday

Telephone

020 7835 0400

Website

stanhopemewswest.co.uk

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