



DR. ROB SYKES
DR. RITESH DUA
DR. RICHARD BAXTER
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DR. LISA SMITH

THE WEOBLEY & STAUNTON- ON-WYE SURGERIES

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Dr. Rob Sykes MB BS DRCOG MRCGP

Dr. Ritesh Dua MD (Honours) MRCGP DFSRH

Dr. Richard Baxter BSC (Honours) MbChB (Honours) MRCGP (2021)

Dr. Ella Mouskoidou MD MRCGP

Dr Lisa Smith MbChB (2000)

WEOBLEY SURGERY

The Surgery, Weobley, Herefordshire. HR4 8SN

01544 318472 for all calls except repeat prescriptions
01544 318177 for repeat prescriptions only

STAUNTON ON WYE SURGERY

The Surgery, Staunton on Wye, Herefordshire. HR4 7LT

01981 500227 for all calls except repeat prescriptions
01981 500603 for repeat prescriptions only

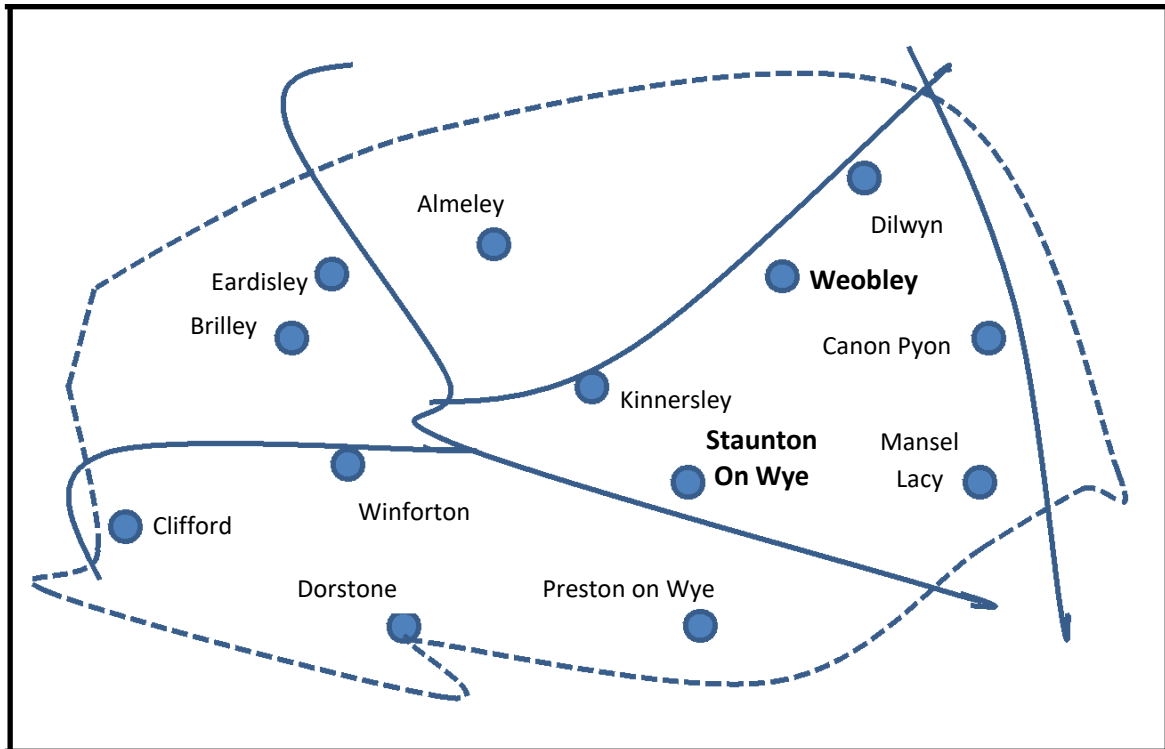
www.weobleyandstauntonsurgeries.nhs.uk

INTRODUCTION

The Weobley and Staunton on Wye Practice covers a large area of rural Herefordshire. We aim to provide high quality medical care to all our patients while maintaining a personal service.

This leaflet provides important information about the practice. Please keep it in a safe place for reference.

AREA COVERED BY THE PRACTICE



REGISTERING AS A PATIENT

If you wish to register as a patient, please come to either Weobley or Staunton Surgery to collect a registration pack, alternatively you can register on line via the website

[About Our Surgery - Weobley & Staunton on Wye Surgeries](#)

We will ask you to complete a registration form (GMS1) and in addition to the registration form we will ask you to complete a health questionnaire to assist us with your care before your medical records arrive. We also need to see some form of identification. For example, your passport or driving licence, and something with your address on, for example a bank statement or a household bill. Once you are registered you can access all our services.

Each patient will be registered with a named GP, however the practice operates a service where you are free to choose which GP you see. You are also free to attend either of our surgeries if an appointment is more convenient for you.

We encourage all new patients to attend for a new patient health check with one of our health care assistants. The health check will include recording your height, weight and blood pressure. You will be asked to provide a urine sample. This health check provides an opportunity for us to meet and it is important for us because we can identify if you need medical care from us as a new patient.

If you are currently on medication and will require repeat prescriptions, please make an appointment to see a GP too. Your new GP can then authorise the repeat medications before you request it and it will avoid any delays in you being provided with your medications.

Once you are registered, please notify us as soon as possible if your personal details change (eg. telephone number) so our records remain accurate.

PRACTICE STAFF

ADMINISTRATION TEAM

Practice Manager – Mrs Suzanne Prince

The Practice Manager oversees and develops the work of the surgeries financially and strategically whilst providing overall management responsibility for all staff. She ensures that the practice runs efficiently for patients and that the doctors have the support they need. If you need any advice or have any problems with the service you are receiving please feel free to contact her.

Assistant Practice Manager- Mrs Jane Harley

The Assistant Practice Manager supports the Practice Manager and the GPs to ensure the smooth running of the practice and deputises for the Practice Manager in her absence.

Medical Secretaries – Mrs. Samantha Price, Miss Nicola Davies & Mrs Annie Powles

Our Medical Secretaries provide a full secretarial service to our GPs including the arranging of appointments at hospital and/or other providers and providing invoices for any non-NHS work.

RECEPTION TEAM

The Reception Team provide an important link for patients with the practice and are your initial contact point for general enquiries. They can provide basic information on services and results and direct you to the right person depending on your health issue or query. Receptionists make most of the patient appointments with the GPs and nurses. They also perform other important tasks such as dealing with financial claims, dealing with patient records and carrying out searches and practice audits. If you need any advice or have any problems with the service you are receiving from Reception please feel free to contact our Assistant Practice Manager, Mrs. Jane Harley

NURSING TEAM

Practice Nurses – Charlotte Dumbill RGN and Anda Pritchard

Our practice nurses see patients by appointment and are responsible for much of the follow-up of diabetes, heart disease and asthma. They can give advice on a wide range of general health issues and also:

- Vaccinations
- Travel vaccination/advice
- HRT
- Wound dressings
- Removal of sutures
- Cervical smears
- Family planning

Healthcare Assistants – Amanda Carter and Louise Farrell

Our Healthcare Assistants see patients by appointment for:

- Blood tests
- Health checks
- New patient checks
- Blood pressure checks
- ECGs (if requested by a GP)
- Weight checks

- Well man checks
- Well woman checks
- Wound dressings
- Pessary changes (Amanda)

DISPENSARY TEAM

Dispensary Manager- Ms. Claire Coultas

The Dispensary Manager heads our team of Dispensers and trainee dispensers. Their range of duties is broad and varies depending on the level of qualifications of the individual, but includes dispensing prescriptions, using dispensary and stores computer systems to generate stock lists and labels, helping to maintain reasonable dispensary stock level, receiving, loading, unloading incoming goods from wholesalers, manufacturers and elsewhere, answering queries on the supply and availability of medicines, where this is within their competence, responding to telephone and face to face enquiries of a routine nature from patients, drawing any problems identified or queries raised to the attention of the GPs. If you need any advice or have any problems with the service you are receiving from Dispensary please feel free to contact our Dispensary Manager, Mrs. Claire Coultas on 01544 318472.

OTHER VISITING CLINICIANS

Community Nurses

Our Community Nurses (District Nurses) are based at Kington. They give care at home for acute or chronic illnesses and after discharge from hospital. They can also organise and provide mobility aids and nursing equipment for carers and patients. Some of this equipment has been provided by patient donations to the Surgery Equipment Fund and can be lent to patients. To contact the Community Nurses please ring **01544 230010**.

Hospital at Home

Patients who are 'admitted' stay in the comfort of their own home and are seen by a team of health professionals who will do everything they can to help them stay well and independent and self-manage their condition. The care you will receive will be tailored to your individual needs. Training and education will also be offered to help you feel more confident about living with your condition. Help in finding support networks and people to share your experiences with reducing the likelihood of you requiring hospital care in the future. You can be reviewed from as little as a week or two, or usually for three months. Your doctor will discuss during your consultation whether a referral is appropriate and gain your consent before this is undertaken.

Hospice at Home

Hospice at Home provides high quality care and support for adults who have palliative and end of life care needs, and also for their families and carers. Hospice at Home supports and cares for patients and carers, husbands and wives, mothers and fathers, brothers and sisters, partners and friends.

Community Midwives

Please ask at Reception if you need a telephone number to contact a midwife. We do not print them in our leaflet because they work with mobile phones and their contact numbers often change.

Health Visitor

Our Health Visitor will offer help and advice on under 5s and general child development. She sees patients by appointment only in their homes and in the surgeries.

Weobley Each Monday of the month 9:00 – 11:30

To contact the Health Visitor directly please ring **01432 802994**.

Social Prescriber/Wellbeing Team

Recognising that people's health is determined primarily by a range of social, economic and environmental factors, social prescribing seeks to address people's needs in a holistic way. It also aims to support individuals to take greater control of their own health. The Social Prescriber enables GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services. Social prescribing schemes can involve a variety of activities which are typically provided by voluntary and community sector organisations. Examples include volunteering, arts activities, group learning, gardening, befriending, cookery, healthy eating advice and a range of sports. In addition to supporting individuals to take greater control of their own health, social prescribing schemes may also lead to a reduction in the use of NHS services. Social prescribing is designed to support people with a wide range of social, emotional or practical needs, and many schemes are focussed on improving mental health and physical well-being. Those who could benefit from social prescribing schemes include people with mild or long-term mental health problems, vulnerable groups, people who are socially isolated, and those who frequently attend either primary or secondary health care. Appointments can be arranged following consultation with one of our GPs or Nurses.

Mental Health & Dementia Workers

Mental health workers are responsible for providing support and services to individuals and families experiencing mental health issues. This may include confidential individual, family or group counselling, support for families dealing with mental health issues or referrals to treatment for individuals. Appointments can be arranged following consultation with one of our GPs.

The Dementia Specialist Nurse provides monthly clinics to carry out cognitive assessments and provide support for patients and their families/carers. Appointments can be arranged following consultation with one of our GPs.

Physiotherapy

The Physiotherapist provides regular clinics to provide education and advice such as posture, correct-lifting or carrying techniques; movement, tailored exercise and physical activity advice to improve your general health and mobility and manual therapy to help relieve pain, stiffness and to encourage better movement of the body. Please call the reception team if you need to book in for an appointment.

Doctors in Training

This Practice has been involved in the training of future GPs since 1998 and from time to time we have medical students who spend two weeks with us as part of their training programme. They come to us to experience rural practice. The GP Registrar (Trainee) is a fully qualified doctor who already has much experience of hospital medicine and who will gain invaluable experience by being based within the Practice. They work full-time in the Practice for a period of 6 or 12 months. At all times they provide care of the same standard as that provided by the other doctors - please accept them as a valued addition to our team.

We also teach final year medical students who are usually with us for four week blocks. You will occasionally be asked whether you are willing to see your doctor in the presence of a student. Occasionally, during the open surgery, patients may be invited to discuss their symptoms with the medical student alone, prior to further consultation and treatment with the doctor. Again, you are free to refuse. A notice will be provided at the Reception Desk when medical students are present in the Practice for training.

SURGERY OPENING TIMES

	Weobley	Staunton
Monday	8.00 am – 1.00 pm 2.00 pm – 6.30 pm	8.00 am – 1.00 pm
Tuesday	8.00 am – 1.00 pm	1.45 pm – 6.30 pm
Wednesday	8.00 am to 1.00 pm	8.00 am – 1.00 pm 2.00 pm – 6.30 pm
Thursday	8.00 am – 1.00 pm 2.00 pm – 6.30 pm	8.00 am to 1.00 pm
Friday	8.00 am – 1.00 pm 2.00 pm – 6.30 pm	8.00 am – 1.00 pm

NB - When the surgery is closed a recorded message will give you details about contacting the out of hours service

MAKING AN APPOINTMENT

All consultations are by appointment. These can be made by telephone, in person or online via our website www.weobleyandstauntonsurgeries.nhs.uk. If you are unable to keep an appointment please let us know as soon as possible or cancel it online.

Appointments can be made on the telephone from 8 am each morning. Please ring either surgery to make your appointment. Our receptionists can access the appointment lists at both surgeries. If your problem is urgent, we will always see you on the same day.

There may be times when your GP of choice is not available. If this happens then you will be offered an appointment with another GP.

TAURUS APPOINTMENTS (Operating on behalf of Herefordshire General Practice)

Traditional GP appointments may not fit with your other responsibilities at home or at work. At its worst, this could mean that you may be tempted to ignore a potentially serious health issue and hope it goes away.

Taurus Healthcare's Enhanced Access Service aims to address this issue by offering evening and weekend appointments at a number of hubs across Herefordshire when GP surgeries are closed.

Weobley Surgery is a hub for the Extended Access service and all slots are bookable via the practice, simply ask a member of the reception team for a Monday evening appointment. Alternatively weekend appointments are also available across Herefordshire.

Please note: These are not drop-in centres. If you need urgent GP assistance when the surgery is closed, please contact <https://111.nhs.uk/> The person answering the call will make sure you get the right help quickly, which may include referring you to the Taurus Out of Hours GP service.

TELEPHONE CONSULTATIONS

If you would like to speak to a GP but do not need to attend the surgery, you have the option of booking a telephone consultation. This will save you coming into the surgery. Please telephone the surgery and ask for a telephone consultation because it is not always practical for you to ring and find a doctor free at a set time, we will usually take your telephone number and the doctor will ring you back.

HOME VISITS

This is an important service, but because of the large area we cover, it is time consuming for the doctors. We are happy to visit our patients but ask that you please come to the surgery if you possibly can. If you need a visit, please telephone before 10.30 am. This allows the doctor's time to plan their visits at the end of their morning clinic and before they start their afternoon clinic. If your request is urgent, it will be dealt with as soon as possible. The surgery now has a Paramedic who will also visit patients at home.

NHS 111

You can call 111 when you need medical help quickly but it is not a 999 emergency. NHS 111 is a fast and easy way to get the right help whatever the time. NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones. You should use this service if you urgently need medical help or advice but it is not a life threatening situation.

URGENT APPOINTMENTS

Between 8 am and 6 pm Monday to Friday, please telephone the surgery.

Weobley **01544 318472**
Staunton on Wye **01981 500227**

At weekends, Bank Holidays and between 6.30pm and 8am please telephone NHS 111. In a genuine emergency you should call **999**. Chest pains and/or shortness of breath constitute an emergency.

TEXT MESSAGE ALERTS

AccuRx is the services that we have been using for a few years and feedback from many of our patients is that you love it. Our text services will automatically send a text message to all patients who have a mobile phone number recorded with us to remind them of their upcoming appointment at the surgery. It is simple and quick for patients to reply to if they wish to cancel their appointment saving time and ensuring the appointment slot is immediately available for another patient. We also use this medium to invite patients to Covid, flu, shingles, diabetes and asthma clinics. Please ensure we have your up to date mobile phone number on your records to take advantage of this service and help us keep in contact with you.

FRIENDS & FAMILY TEST

The Friends and Family Test (FFT) is an important feedback tool that supports the fundamental principle that people who use NHS services should have the opportunity to provide feedback on their experience. For those of you who have registered a mobile number, you will have the opportunity to rate the service that you have received from the surgery via a simple text message. Alternatively you can fill out one of the FFT cards available in the waiting rooms at both sites.

You will be asked if you would recommend the services that you have used and a range of responses are offered. Please do let us know how you feel. The FFT provides a mechanism to highlight both good and poor patient experience. This kind of feedback is vital in transforming NHS services and supporting patient choice.

ABOUT THE NHS APP

The NHS App give you a simple and secure way to access a range of NHS services. You can download the App on your smartphone or tablet via the Google Play or App store.

You must be 13 or over to use the NHS App. You also need to be registered with a GP surgery in England or the Isle of Man.

WHAT YOU CAN DO WITH THE NHS APP

You need to prove who you are to get full access to the NHS app.

With full access you can:

- Order repeat prescriptions
- Book and manage appointments
- View your GP health record to see information like your allergies and medications (if your GP has given you access to your detailed medical record, you can also see information like test results)
- Book and manage COVID-19 vaccinations

- Register your organ donation decision
- Choose how the NHS uses your data
- View your NHS number
- Use NHS111 online to answer questions and get instant advice or medical help near you

THE DISPENSARY

DISPENSARY OPENING TIMES

Weobley	Monday to Friday	8.30 am – 1.00 pm
	Monday, Thursday and Friday	3.00 pm – 6.00 pm
Staunton	Monday, Wednesday, Thursday and Friday	8.30 am – 1.00 pm
	Tuesday and Wednesday	3.00 pm – 6.00 pm

NB – The dispensaries open 15 minutes later than reception in the afternoon

PRESCRIPTIONS

Prescriptions issued during your consultation will be dispensed while you wait. Please return to the waiting room and you will be called when your medication is ready.

REPEAT PRESCRIPTIONS

Please give 72 hours' notice for repeat prescriptions and when calculating the 72 hours take into account the weekends and Bank Holidays when the dispensary is closed. Prescriptions requested after 11.30 am on Friday will not be ready for collection until after 11.30 am on Wednesday. After 72 hours please collect your prescription promptly as we do not have the space to store prepared medications.

All prescriptions must be paid for when collected unless a valid exemption certificate is produced. Patients who have a number of prescriptions each month may find it more economical to purchase a pre-paid certificate. Please ask one of our Dispensary staff and they will advise you.

ORDERING MEDICATIONS

Online – the most efficient way for us to receive repeat prescription requests is via the NHS App.

Post – please return the green slip that came with your last prescription

In Person – please post your green slip that came with your last prescription through our letter box. If the surgery is open, post it in the post box in the entrance hall of the surgery.

Automatic Repeat Service – Please speak to a member of the dispensary team.

By Phone - Weobley **01544 318177**
 Staunton **01981 500603**

The Dispensary phones are answered between 9.30 and 11.30 am Monday to Friday (except for Staunton on Wye which is closed on Tuesdays)

EMERGENCY DENTAL TREATMENT

Toothache may result from many different causes including a dental abscess which is due to inflammation and development of pus in the restricted space within or around the tooth. If the pain lasts for more than 1-2 days the patient should consult with a Dentist. The best way to treat a dental abscess may be drainage and regular painkillers. Antibiotics are not always the best treatment. Your dentist will advise you on the most appropriate treatment for you. Patients who seek consultations at this surgery for dental pain will be advised on first aid treatment and signposted to see a dentist as soon as possible. Patients who do not have a dentist can find details of local dentists taking NHS patients by searching for their postcode on the NHS Choices website or telephoning 111 where a clinical operator will be able to advise you.

RESULTS OF INVESTIGATIONS

If you have had blood tests, urine tests, swabs or x-rays please contact the surgery for the results. The best time to telephone is between 12 noon and 1 pm. Please if possible, do not ring on a Monday morning as the phone lines are extremely busy.

When routine investigations have been undertaken and if you have signed up to text alerts you may receive a text from the doctor telling you that your results are normal or asking you to make an appointment to see them for additional discussion/medication. Please be reassured that this service is not used for any urgent abnormal results or recalls to be seen.

PATIENTS WITH DISABILITIES

We have suitable facilities at both surgeries to accommodate patients and visitors who use a wheelchair. Both surgeries have parking and all facilities are accessible on the ground floor. Should you require help a member of staff will be pleased to assist you.

CHAPERONES

Our practice is committed to providing a safe, comfortable environment where patients and staff can be confident that best practice is being followed at all times and the safety of everyone is of paramount importance. All patients are entitled to have a chaperone present for any consultation, examination or procedure where they feel one is required. This chaperone may be a family member or friend. On occasions you may prefer a formal chaperone to be present.

Your healthcare professional may also require a chaperone to be present for certain consultations in accordance with our Chaperone Policy. If you wish to have a member of the practice staff present during your consultation please mention this to one of our Reception Team when booking your appointment or to the doctor at your consultation, and it will be arranged.

MINOR SURGERY

Some of the doctors provide minor surgery in the practice including injections, incisions and excisions. Should you require any of these procedures the doctor will discuss this with you and talk you through the procedure before gaining your consent to continue.

FAMILY PLANNING

All the doctors can give advice on family planning. Emergency contraception (morning after pill) is always available. Coils, caps and implants can also be fitted at the surgery.

TRAVEL

Travel advice and vaccinations are available from our practice nurse. Please book a 20 minute appointment with a practice nurse. It can take up to three months to complete a course of vaccinations so make sure you leave enough time.

NON-NHS SERVICES

There are certain services that Doctors provide which do not come under the NHS jurisdiction and therefore Doctors provide these privately for a charge. These services may include provision of letters, insurance reports, medical examinations, certificates, etc. Please check with Reception for up to date charges. The Doctors' clinical NHS work must take priority and in light of this, we would advise patients to give the Doctor at least two weeks to complete any reports etc.

PATIENT CONFIDENTIALITY

The practice has a duty of care to protect patient information. Please be aware that our staff cannot and will not release information regarding a relative or friend's care and/or medication unless written permission has been given by the patient via a data sharing agreement.

Patients can, if they so wish indicate the type of information they are happy to be released and to whom on the form which is then transferred to their medical report. Please ask for A Permission to Share form from our Reception Team.

Where possible, the patient that is giving permission to share and the person receiving access should attend the Practice with the completed form and will need to provide two forms of identification eg photographic evidence of identity (eg. a passport) and confirmation of address (eg. a utility bill). Whilst some patients may feel this is an excessive process, as a Practice, we must ensure that we meet our legal requirements as set out in the Data Protection Act 2018 and the General Data Protection Regulations to keep our patients data safe.

If you do need to speak to one of our receptionists on a confidential matter we can set a space apart from the general reception area.

RIGHTS & RESPONSIBILITIES OF THE PATIENT

As a patient you have the right to:

- Be registered with a Practice, and you will have a named doctor within the Practice
- You may see any of the doctors within the Practice, but we suggest that it is best to go back to the same doctor who has recently seen you about any particular problem
- Receive emergency care
- Receive appropriate drugs and medicines
- Be referred for specialist or second opinion if they and the GP agrees
- See your medical records or a copy, subject to certain laws
- Know that by law, everyone working for the NHS must keep the contents of your medical records private

With these rights come responsibilities for the public. That means being:

- Courteous to staff at all times
- As prompt as possible for all appointments
- Responsible for cancelling appointments in adequate time

COMPLAINTS

We make every effort to give the best service possible to everyone who attends our practice. However, we are aware that things can go wrong resulting in a patient feeling that they have a genuine cause for complaint. If this is so, we would wish for the matter to be settled as quickly, and as amicably, as possible. Do please discuss your concerns with any member of the team.

However, if you still wish to pursue a formal complaint please contact the Practice Manager or the Assistant Practice Manager who will deal with your concerns appropriately. Further written information is available regarding the Complaints Procedure from Reception.

PATIENT PARTICIPATION GROUP

The Patient Participation Group (PPG) is a group of patients registered with the surgery who have no medical training but have an interest in the services provided. The aim of the PPG is to represent patients' views and cross barriers, embracing diversity and to work in partnership with the surgery to improve common understanding.

The key roles of the group are to bring together patients, doctors, practice staff and local commissioners to:

- Promote the well-being of patients and support the practice to provide a high quality of care and service delivery
- Provide a locality support process for commissioners so that local needs can be identified
- The PPG will enable the Practice to communicate and build positive relationships with its patient population
- If you are interested in becoming a member of the PPG, please speak to Jane Harley, Assistant Practice Manager.

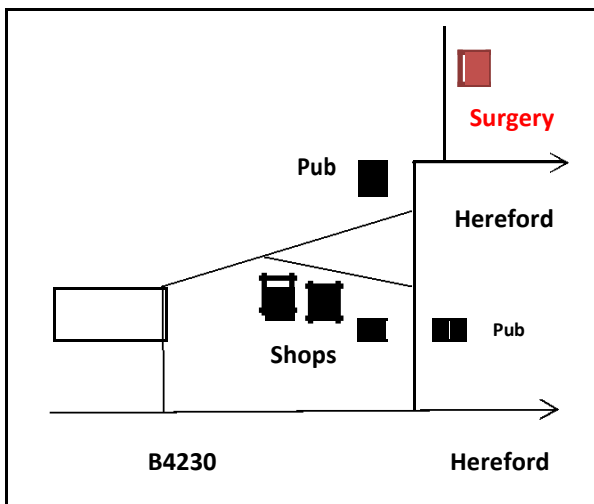
Integrated Care Board (ICB)

Herefordshire Clinical Commissioning Group (ICB) brings together the GP practices in Herefordshire. They buy and shape health and care services for the people of Herefordshire. Visit their website, www.herefordshireccg.nhs.uk, for more information regarding how the services in Herefordshire are shaped. From April 2022 the CCG will be known as ICB (Integrated Care Board)

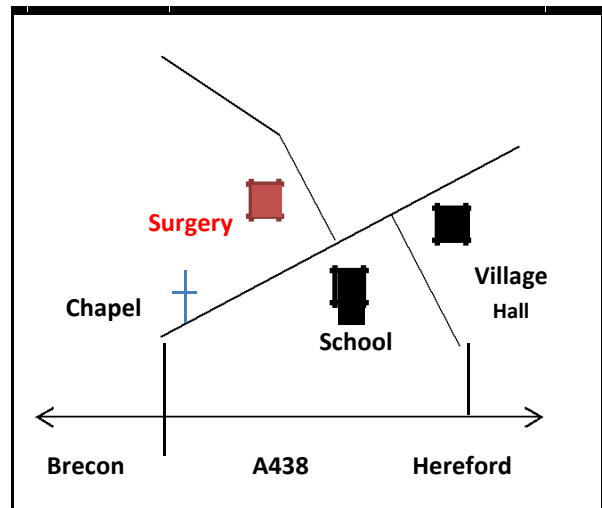
OTHER USEFUL TELEPHONE NUMBERS

Citizens Advice Bureau	0844 826 9685
Community Wheels (to book transport)	01568 615785
Hereford County Hospital	01432 355444
Meals on Wheels	01544 318764
Leominster Community Hospital	01568 614211
Kington Court	01544 232333
Samaritans	01432 269000
SSAFA	01432 273932
NHS 111	111
Taurus	0800 121 7221
District Nurses	01544 230010
Health Visitors	01432 802994

HOW TO FIND US



Weobley Surgery



Staunton on Wye Surgery