

## Belford Medical Practice

### Main Surgery

Belford Medical Practice  
Croft Field  
Belford  
Northumberland  
NE70 7ER  
Tel: 01668 213738  
Fax: 01668 213072

### Branch Surgery

The Health Centre  
James Street  
Seahouses  
Northumberland  
NE68 7XZ  
Tel: 01665 720917  
Fax 01665721021

Web Site [www.belfordmedicalpractice.nhs.uk](http://www.belfordmedicalpractice.nhs.uk)

### Welcome to Belford Medical Practice

Where the team work together to provide the highest quality healthcare at the same time meeting ever changing needs of its patients and the community

We are a 3 partnered, 2 Salaried teaching/dispensing practice. The practice trains Junior Doctors, They are fully qualified and have already done training in hospitals but have chosen to further train to become GP's. You can expect them to provide a full range of GP services. If they are not certain about what to do they will ask a more senior colleague for advice. We also have 3<sup>rd</sup> and final year medical students as part of their undergraduate training, visiting the practice. We are a research Practice. We also have a Nurse Practitioner working 2 days a week.

Our main surgery is located at Belford, and we operate a branch surgery at Seahouses Health Centre.

**Patients need to be aware when asking for an urgent appointment that they may need to travel to either our Main Surgery at Belford or the Branch Surgery at Seahouses**

We aim to be helpful and efficient with all our patients, we have put this brochure together with all the essential information needed to guide you around our practice.

### Practice Partners

**Dr Emma C Miller** MBBCh, MRCGP, DRCOG, DCH Cardiff 1990 GMC No 3468919

**Dr. Sebastian Moss** MBBS, MRCGP, DCH, DTMH. Newcastle 2000. GMC No 4107475

**Dr Julia Barth** MBBS MRCGP, Dip Clin Ed Newcastle 2007 GMC No 6134807

**Salaried GP Caitlin Longster** MB BS Newcastle 2014 GMC No 7075173

**Salaried GP Richard Hills** GMC 3341652

### Practice Manager

**Lorraine Douglas** Certificate in Primary Care Practice Management

### Practice Nursing Team

- **Janet Punton** Nurse Practitioner Diploma Nurse Practitioner, Cert Ed. RGN, BSc(hons),
- **Ailsa Hankinson** Practice Nurse RGN
- **Lynn Morton** Practice Nurse RGN
- **Sharon Leather** Health Care Assistant

### Administrative Staff

The Doctors and Nurses are assisted by the following people:- Practice Manager, Office Manager, Receptionists, Secretary and Dispensers. We also have Apprentices at the Practice.

### Community Nursing Team

To contact the District Nurses please ring 01668213738

- Elaine Redmond Community Matron
- Catherine Birdsall Community Staff Nurse
- Paul Coulthard Community Staff Nurse
- Kirsty Sanderson Community Staff Nurse
- Linda Sisterson Community Healthcare Assistant

All of our nurses have a wide knowledge and expertise and aim to provide the highest quality of care for all of our patients. The community staffs run daily treatment sessions and our practice nurses run daily clinics at both surgeries, as well as providing services in the community.

All of the team are committed to giving: - skilled nursing assessments, treatment for chronic disease management and health promotion.

#### **We provide the following clinic services:-**

- Antenatal and Postnatal care
- Health Visitor
- Asthma COPD
- Coronary Heart Disease and Blood Pressure Checks
- Cervical smears
- Diabetes
- Childhood checks and immunizations
- Family planning (coil fitting and Implanon insertion)
- Minor surgery
- Smoking cessation
- Travel Information and Injections
- Weight management

Care management i.e. the community nursing staff are available for information, help and support to Carers.

## Health Visitor

To contact the Health Visitor ring 01668213738

Health Visitor - Laura Alexander

Nursery Nurse – Melanie Hodkinson

The Health Visitor's work involves all age groups, especially working with ante-natal clients and families with babies and young children.

Their work includes supporting new mothers and encouraging parents to have their children immunised.

They assess health and development as well as screening for post-natal depression and advising on child behaviour, sleep, speech, toilet training, minor ailments and nutrition.

As part of the Health Care team, their role is to promote good health and prevent illness.

### **Members of the extended Health Care Team who are accessible but not necessarily based at the practice**

- Pharmacist
- Chiropodist
- Community psychiatric nurse
- Dietician
- Social workers
- Physiotherapist
- Psychologist
- Speech therapist
- Occupational therapist

# The Belford Surgery

The surgery is open 8.30 am - 6.00 pm Monday to Friday.

- To book an appointment please phone 01668 213738, you can book appointments online 24 hours a day if you are interested in this service you need to register with the practice.
- You can ring to order medication between the hours of 9am and 2pm, you can also order medication online if you are registered for this service ask at reception or download a form from our website.
- If you need to contact the surgery for blood results please ring between 12noon and 3pm
- The Dispensary is open Monday to Friday 9.00 am – 1.00 pm 2.00 pm – 6.00 pm for the collection of medication.

## Doctor Appointments

Monday	9.00 am to 11.00 am & 4.00 pm to 5.30 pm
Tuesday	9.30 am – 10.30 am
Wednesday to Friday Mornings	9.00am – 10.30am
Afternoons	4.00 pm - 5.30 pm

Some surgeries may have to be changed or cancelled

We offer patients extended hours on Tuesday evenings but appointments after 6.30 are available Monday – Friday and Saturday Mornings. For further details contact the surgery.

## Practice Nurse Appointments

Tuesday, Wednesday, and Friday Mornings	9.00 am - 12.30 am
Tuesday & Wednesday Afternoons	2.00 pm - 4.30 pm
Thursday Afternoon	2.00pm – 6.00pm

We offer patients extended hours on Tuesday evenings but appointments after 6.30 are available Monday – Friday and Saturday Mornings. For further details contact the surgery.

## Health Care Assistant Appointments

Monday & Wednesday Mornings	8.30 am - 12.00 pm
Monday Tuesday & Wednesday Afternoons	1.30 pm – 4.30 pm

Some surgeries may have to be changed or cancelled

## Nurse Practitioner Appointments

Wednesday Mornings	9.00 am - 12.00 pm
Afternoons	2.00 pm – 5.00 pm

Thursday Mornings	9.00am – 12.pm
Some surgeries may have to be changed or cancelled	

### District Nurse Appointments

Treatment Sessions are for dressings, removal of stitches etc. and are held from 11 am to 12.15pm Monday's, Wednesday's & Thursday's mornings

The District Nurses run **Ear clinics, please be aware that this is classed as a non-essential service and as such when the team have holidays or sickness the service will be withdrawn, because of this waiting times can be in excess of several weeks.** Please contact the surgery for clinic times. Patients who need ear wax removal can make an appointment to attend one of these clinics. They must follow the Practice Guidelines on steps to be taken before attending the appointment. Any staff member will be happy to assist you with this information.

**Doppler Clinic** - These clinics are for patients who need to be measured for elastic stockings. Appointments are made with prior agreement of the district nurses.

Ante Natal Clinics for pregnant mothers are held by the visiting midwife on Monday's Mornings

### Health Visitor

The Health Visitor runs clinics on the second and fourth Tuesday of every month from 1.30 - 2.30pm

## The Seahouses Surgery

**\*\*Please note that Seahouses Surgery is Closed all day on a Wednesday, and Friday afternoons\*\***

- The Surgery/Dispensary is open 8.30am – 5.30pm Monday & Thursday, 9am – 5.30pm Tuesdays and 8.30am – 12.30pm Fridays.
- To book an appointment please phone 01665 720917, you can book appointments online 24 hours a day if you are interested in this service you need to register with the practice.
- You can ring to order medication between the hours of 9am and 2pm, you can also order medication online if you are registered for this service ask at reception or download a form from our website.
- If you need to contact the surgery for blood results please ring between 12noon and 3pm

### Doctor Appointments

Monday, Thursday and Friday	9.00 am – 11.00 am
Tuesday	10.00am – 11.00am
Monday, Tuesday & Thursday	4.00 pm - 5.30 pm

Some surgeries may have to be changed or cancelled

We offer patients extended hours on Tuesday evenings at the main surgery but appointments after 6.30 are available Monday – Friday and Saturday Mornings. For further details contact the surgery.

### Practice Nurse Appointments

Monday 9.30 am-12.30 pm	2.00 pm to 5.00 pm.
Thursday 9.00 am – 12.30pm	

Some surgeries may have to be changed or cancelled. We offer patients extended hours on Tuesday evenings at the main surgery but appointments after 6.30 are available Monday – Friday and Saturday Mornings. For further details contact the surgery.

### Health Care Assistant Appointments

Tuesday 8.30 – 12.30pm

Some surgeries may have to be changed or cancelled

### Nurse Practitioner Appointments

Thursday  
Afternoons 3.00 pm – 5.00 pm

Some surgeries may have to be changed or cancelled

### District Nurse Appointments

Treatment Sessions are for dressings, removal of stitches etc. and are held from 11 am to 12 noon Tuesday & Friday.

The District Nurses hold Ear clinics, please be aware that this is classed as a non-essential service and as such when we the team have holidays or sickness the service will be withdrawn because of this waiting times can be in excess of several weeks. Please contact the surgery for clinic times. Patients who need ear wax removal can make an appointment to attend one of these clinics. They must follow the Practice Guidelines on steps to be taken before attending the appointment. Any staff member will be happy to assist you with this information.

### Health Visitor

Child Health Clinics are held the first Tuesday of the month 10.30 – 11.30. to contact the Health visitor ring Belford 01668213738

## General Information

**Access for the Disabled** - Both our surgeries are fully accessible to the disabled.

**Appointments** - Patients need to be aware when asking for an **urgent/emergency** appointments that they may need to travel to either our Main Surgery at Belford or the Branch Surgery at Seahouses.

We operate a full appointment system at both surgeries. Please contact the surgery by phone after 8.30 am or in person for urgent requests or after 11am for non-urgent requests. If you are unable to keep an appointment, please inform the surgery as soon as possible, so that it can be offered to someone else. You can now book appointments online, if you are interested in this service you need to sign up for online services at the Practice, speak to one of the receptionist for further details.

For continuity of care, patients are encouraged to see their usual doctor for continuing problems; when he/she is unavailable you will be offered an alternative.

If you require a Chaperone for your appointment please can you request this at the time of making the appointment and we will try to provide one.

Part of recent safeguarding reviews have highlighted that if someone other than a child's parent or guardian are bringing them to an appointment, we have to have consent from their parent/guardian to administer or prescribe any treatment for the child. This is not personal to any individual but something we are required to do. This can be done via a quick telephone call to the parent/guardian or they can inform us of this consent when booking the child in for the appointment.

**Improving Access to General Practice: Evening and Weekend appointments now available** - Patients who are registered at this practice can now book an appointment to see a GP or a Nurse on weekday evenings (after 6.30pm) or on a Saturday morning. Appointments will either take place at our practice or at a neighbouring practice. Speak to reception if you would like to book an appointment

**Out of Hours/Weekends** - All out of hours calls are now triaged by the new 111 service; please ring this number when you need advice. If you have an emergency then ring 999

**Out of hours nursing contact** - 01670829864

**Telephone Advice** - Patients wanting telephone advice are advised to contact the appropriate surgery; they will be asked to provide a brief account of what they wish to discuss and a contact telephone number. A clinician will return the patients call.

**Making Contact with the Practice** - Patients who wish to make contact with the surgery can do so in person, via the telephone or can write into the practice. The Admin mail box is not for patient use and any requests received this way will be returned to the patient.

**Home Visits** - If you are unable to get to a surgery, and wish the Doctor to visit that day, please contact the surgery, if possible before 10.00 am. Please give the staff member details about the nature of your problems, so doctors can prioritize the calls.

If you have had a stay in hospital and you are unable to come to the surgery you can expect a visit from a member of the Primary Health Care Team for the following reasons:-

- Ongoing dressings and suture removal
- Home care package assessment
- Heart disorders
- Post-natal
- Those who have had a major illness or an operation

**Baby Friendly** - Belford Medical Practice is "Baby Friendly" and patients are welcome to breast feed in any area of the building or Health Centre.

**Complaints** - All Complaints should be directed to the practice any abuse posted on social media could result in the patients being removed from the practice list.

Should you have a cause for dissatisfaction with any of the services we offer, verbal complaints should be made to the Practice Manager or to a Doctor.

Alternatively, there is a formal complaints procedure, details of which can be obtained from the Practice Manager.

**Repeat Prescriptions/Dispensing** - The practice is able to dispense for patients who live outside the villages of Belford and Seahouses. We can also dispense to anyone who is a visitor to the area.

Patients on repeat medication can order prescriptions in person whenever the surgery is open. You can also send request by post. Online services are available 24hours a day. You need to register with the practice for online services to be able to access this facility. Telephone calls for prescription ordering will only be taken during the hours of 9am and 2pm.

It is the responsibility of every patient to know what medication they need and will be asked to provide the name of the drug and the strength. Providing this information is essential to the practice to ensure safe prescribing to its patients and also to reduce wastage.

Patients who require prescriptions to be forwarded to other providers will need to provide stamped addressed envelopes or speak to the provider and ask them to provide them. The practice will not provide stamped addressed envelopes.

**It is necessary to give a minimum 2 working days' notice for all prescriptions to be processed.**

Please note Boots the Chemist at Seahouses are now requesting 4 working days' notice. Medication ordered on a Monday will be ready for collection on a Friday, Tuesdays orders can be collected Saturday, Thursday's orders can be collected Tuesday and Friday's orders can be collected Wednesday.

**Controlled Drug Collection** - Dispensing Patients on Controlled Drugs can no longer have them delivered to remote delivery sites (e.g. the local Post Office, Village Shop or Garage) for collection; they need to be collected directly from the dispensary at either site. You can either come in person or elect an adult representative to collect it on your behalf. Please note that whoever collects the medication will need to bring in some form of identification e.g. Drivers licence, passport or utility bill to present to the dispensers in line with Controlled Drug legislation, the Practice also requires a signature from the person collecting on the back of the prescription.

Patients living in Belford or Seahouses can have their prescriptions delivered to the chemist for their collection.

Patients on regular medication may be required to attend the surgery for regular check-ups and this will be at the doctor's discretion.

Medication is prescribed on a monthly basis. Any Patient travelling out of the UK for an extended period will be allowed a prescription for a **maximum** of 3 months medication, if advance notice is given to the practice.

If a patient is likely to have significant difficulty in obtaining additional medication after a three month interval abroad, at the Doctors discretion a private prescription may be issued for the remaining time away. The practice will not make a charge for this but will not be able to dispense it privately.

Patients requiring medication urgently out of surgery hours, should ring 111

**Belford Medical Practice Training** - On the 3rd Wednesday of each month the surgery will be closed between 1.00 pm and 4.45 pm for routine appointments and prescriptions. If you have an emergency please ring 01668 213738.



**Belford Medical Practice Research** - The staff at this practice record information about you and your health so that you can receive the right care and treatment. We need to record this information, together with the details of the care you receive, because it may be needed if we see you again.

We may use some of this information for other reasons, for example, to help us to protect the health of the general public generally, to plan for the future, to train staff and to carry out medical and other health research for the benefit of everyone.

Some research is carried out on anonymized data which means it is not possible to find out which individual set of records the data comes from, and this research does not require your consent because permission has been granted by bodies such as NHS England. Other research is carried out on individual people, and this can only happen with your consent. So if a research study wishes to access your records or have your involvement, you will have the opportunity to ask questions and say no if you do not want to be involved.

Note that you have a right of access to your health records. If at any time you would like to know more, or have any concerns about how we use your information, you can speak to

*'Dr S Moss'* Telephone number: 01668213738

**Access to medical records** - The implementation of data protection legislation GDPR 2018 has updated patients' statutory rights of access to their health records. All manual and computerized health records about living people are accessible under the Data Protection Act 1998. If you require access to your health records this is called a Subject Access Request, please contact the Practice Manager to get the relevant form to complete.

You have a right of access to your health records. If at any time you would like to know more, or have any concerns about how we use your information, you can speak to Dr S Moss Telephone number: 01668213738

**Data Extraction from Medical Records** - NHS England is commissioning a modern data service from the Health and Social Care Information Centre (HSCIC) on behalf of the entire health and social care system. This is to be known as care data.

The General Practice Extraction Service (GPES) will be used to extract data monthly. The information they take will be NHS number, date of birth, postcode and gender. This will allow patients' GP data to be linked to any hospital data. Only coded information about referrals, NHS prescriptions and other clinical data will be taken.

All patients will be opted into this unless they inform the practice. If you do not want this information to be gathered then you must let us know and we will add a code of objection onto our clinical system.

You can find out more about the HSCIC by logging onto their [website](#)

**Change of Address** - We ask that you notify us of any change to your address or telephone numbers. We can only use these current details, so if they have not been updated then we may not be able to contact you when necessary

**Missed Appointments – DNA'S** - Due to the Number of Patients Failing to Attend for their Appointments this has put an increased burden on our appointment system, which means that others may not be able to see the Doctor/Nurse as easily as they would like to. In an attempt to try and resolve this, the practice has developed the following Policy.

If you fail to attend appointments without informing us or cancel appointments without giving the practice sufficient time to rebook the appointment (we request that at least 2 hours' notice is given when an appointment is no longer required) we will write to you asking if there are any specific problems preventing you from letting us know. If you repeatedly fail to attend for appointments you may be removed from the Practice List and have to find an alternative GP Practice.

## Dealing With Abusive/Violent Patients - Zero Tolerance

In common with the rest of the NHS we operate a zero tolerance policy on any issues of abuse whether verbal or physical on any member of staff or person on the premises. We have the right to remove a patient from our list and to inform the police of any such incident.

Violence or abuse from another person is unacceptable and will not be tolerated. All such occurrences should be immediately reported to the Practice Manager and a Doctor. The panic button system should also be used if any concern for safety is apparent, to call for help from others in the building. Staff should not under any circumstances expose themselves to physical attack, and must use their judgement as to the appropriate course of action. E.g.: - attempting to settle the situation, or calling the police.

## Practice Expectations

### We will:-

- Treat everything you say to us as confidential.
- Always have a caring attitude to all your problems.
- Work with you to resolve your problems in an appropriate way.
- Refer you to specialist services if necessary.
- Enable you to see the doctor within 2 working days.
- See emergencies immediately.
- Let you access your records should you wish.

### In return we would like:-

- You to take some responsibility for your own health and fitness.
- To be informed if appointments cannot be met.
- A joint effort to try and resolve your problems.
- Information as to how we could improve our services to you.

**Non NHS Services** - Certain services provided by your doctor are not covered by the National Health Service and you may be asked to pay a fee e.g., private medicals for insurance, employment, HGV license, insurance claims, private sick notes.

If you have any queries about fees, please contact reception.

**Belford Medical Equipment Fund** - This is a registered charity and is run thanks to the kind donations and fundraising efforts of the patients. It enables the practice to buy and loan out equipment otherwise not available to the practice and helps patients continue treatment at home.

**Patient Participation Group** - If you are interested in joining our Patient Participation Group [patient.group14@yahoo.co.uk](mailto:patient.group14@yahoo.co.uk) or would like to know more details contact the surgery. If you have any suggestions please feed them through the group or contact the surgery direct.

**Bell View Home from Hospital Scheme** - Bell View have established a group of local volunteers who will offer basic, low level support to older people when they return home from hospital. Practical help will be offered including getting daily papers, tidying up, sorting post, making hot drinks and snacks. An essential element of the scheme will be to provide social contact and reassurance for people when they are at their most vulnerable. The Scheme is not providing personal or medical care.

**Individuals will also be supported to access groups, services and opportunities available within their local area. If you require the use of this service or would like further details then contact Bell View Resource Centre on 01668219220.**

**Citizens Advice Bureau** - The Citizens Advice Bureau holds a free and confidential appointment services. Listed are some of the areas that the service can assist you in, Housing, Employment, Legal, Family, Consumer Benefits, and Debt. Northumberland Advice Line Telephone 03444111444 Monday – Friday 10am – 4pm [www.citizensadvice.org.uk/northumberland](http://www.citizensadvice.org.uk/northumberland)

**Carers Information** - If you are a carer please inform the surgery to enable us to keep our records up to date. There is help and advice available for carers.

Carers Northumberland contact details are as follows

Phone 01670320026

Info Line 01670320025

Website – [www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

Address Carers Northumberland, Suite 17, Wansbeck Business Centre, Rotary Parkway, Ashington, Northumberland, NE63 8QZ

**Named GP's for all our registered Patients** - As part of our contract with NHS England we now have to ensure that all registered patients have a named accountable GP who will take lead responsibility for the coordination of all services required under our contract and ensure they are delivered to each of our patients when required (based on the clinical judgement of the named accountable GP)

All patients at the practice have a named GP who is responsible for their overall care. If you wish to know who this is then please contact the surgery. If you have a preference as to which GP you would like to be assigned to please contact the surgery and all reasonable efforts will be made to accommodate requests.

**Belford Medical Practice are contracted to provide primary medical services by**

NHS England  
Waterfront 4  
Goldcrest Way  
Newburn  
Newcastle upon Tyne  
NE15 8NY

Tel:- 01912106400

Details regarding primary medical services in the area can be obtained from the Care Trust on the contact details listed above.

**Useful telephone numbers**

Alnwick Infirmary/Berwick Infirmary/Wansbeck/NSEC 0344 8118111

Maternity Units Alnwick 01665 626732 Berwick 01289 353622

Newcastle Hospitals 0191 2336161

St George's Hospital Morpeth 0344 8115522

Social Services Alnwick 01665 603411 Berwick 01289 334000

Belford Chemist 01668 213285

Seahouses Chemist 01665 720228

Bell View Belford 01668219220

Citizens Advice Berwick 03444111444

PALS Patient Advice & Liaison Service 08000320202

Out of Hours 111

