

GRAFTON SQUARE SURGERY

Practice Booklet



Welcome to Grafton Square Surgery

Grafton Square Surgery moved to Clapham Common 12 years ago (November 2011) from Wandsworth Road, where it was previously known as Dr Ala's Surgery.

Dr. Ala (Snr) retired in 2013 and his son Dr. Ala (Jr) is currently the lead GP.

The practice is now run by Grafton Medical Partners.

We are part of Clapham Primary Care Network.

Our senior partner is Dr Penelope Smith.

This booklet is designed to help you stay informed about the services we offer as well as answer any questions you may have surrounding your care.

For more advice and useful links please visit our website: www.graftonsquaresurgery.nhs.uk.

Our Mission Statement:

Committed to High Quality Care



Opening Hours

Monday - Wednesday: 08:00 - 20:00

Thursday: 08:00 - 19:00

Friday: 08:00 - 18:30

When the surgery is closed, please dial NHS 111 for health advice.

Call Us

020 7622 5642

Phone lines are open 08:00 - 18:30 Monday to Friday.

Website

www.graftonsquaresurgery.nhs.uk

Email

lamccg.graftonsquaresurgery@nhs.net



**8b Grafton Square
Clapham, London
SW4 0DE**

Grafton Square Surgery is located next to Clapham Common Old Town and is a 5-7 minute walk from Clapham Common Tube station which is on the Northern Line.

There are several buses that conveniently stop outside the surgery.

There is no patient parking on site but there are plenty of parking meters on adjacent side roads.

Our Catchment Area

Our website offers an online registration facility that automatically checks if an address falls within our catchment area. In some circumstances, we may accept to retain patients who do not reside within the catchment area. This is known as Out-of-Area registration. This is discretionary.

Such registration means we do not provide home visits and services such as District Nurses and referrals will be difficult to arrange.

Registered patients moving out of the catchment area often request to remain registered with us. Once again, this is a discretionary circumstance.

We are a training practice and we teach medical students, Nurses and Doctors. Our attached F2 and Registrar Doctors are fully qualified but working with us under supervision to gain experience of general practice.

The Team

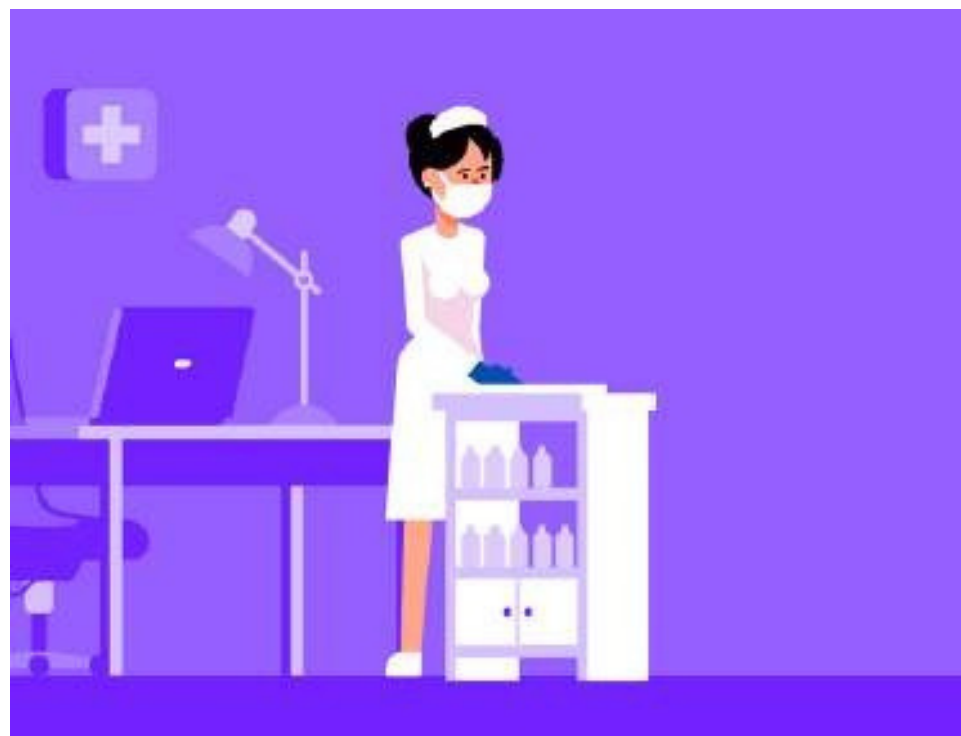
Each member of our team are committed to providing high quality primary health care to all patients.



Doctors

Dr Azhar Ala MRCP MRCGP
Dr Bernadette Veiras MRCGP
Dr Nicola Buxton MBChB BSc MRCPCH MRCGP
PGCertHed SFHEA
Dr Naomi Hill MRCGP
Dr Alain Popov MRCGP
Dr Michael Hone MRCGP
Dr John Du MRCGP
Dr Andrew Tappouni MRCGP
Dr. Adam Smith MRCGP

Grafton Square is run by Grafton Medical Partners.
The partners are Dr Penelope Smith (Senior Partner),
Dr Judith Roberts, Dr Simon Rohde, Dr Azhar Ala, Dr
Bernadette Veiras.



Nursing Staff

Janet Norris - Practice Nurse
Nada Khiyar - Practice Nurse

In-House Pharmacists

Gemma Rawlings MRPharmS
Reema Patel MRPharmS

Social Prescribers

Joe Slimani
Zahra Roufi

First Contact Practitioner (Physiotherapy)

This service is provided on-site by Surrey Physio.

Administration and Reception

Chetal Shah – Operations Manager
Christina Bourton - Senior Administrator

Our administration team processes forms, registrations, insurance/medical reports, referrals, results and many other general queries.

Should you have any queries regarding these matters, please speak to them or reach out via email at lamccg.graftonsquaresurgery@nhs.net.

Our Receptionists are here to help you. They are trained to do a difficult job well. If you are kept waiting or seem to be asked one or two irritating questions, remember that they are only carrying out our policy which is aimed at helping the practice to run smoothly. They have to judge the urgency of requests, so please try to give the information they require. They have been asked to do this and are bound by the same rules of confidentiality as doctors and nurses.

Appointments

Surgeries are held throughout the day from 08:00 to 20:00, Monday to Wednesday, 08:00 to 19:00 on Thursdays, and 08:00 to 18:30 on Fridays. The surgery is closed on Saturdays.

Appointments can be made online, via the automated phone booking service, and the Patient Access App.

It is helpful with urgent problems to provide the receptionist some information about the nature of the problem, although this does not affect your right to confidentiality.

If an appointment is made and for some reason is no longer required, we ask that you phone to cancel the appointment as soon as possible. You can easily cancel an appointment online or by telephoning our cancellation Line on 020 7622 5642 and choosing option 2. This will enable the appointment to be used for another patient.

Appointments are booked at the NHS standard rate, which is 10 minutes per appointment. Longer appointments may be given at the doctor's discretion.

At your appointment, the doctor will give you as long as is necessary to deal with your problem safely, but if you have multiple problems to discuss, they may ask that you book another appointment.

Please ensure that you arrive on time for your appointment, as if you are even a little late, it will delay every other patient after you. In circumstances where you arrive 10 minutes late, you will only be seen at the discretion of the clinician.



Telephone Consultations

It is possible to book a telephone consultation with your Doctor or Nurse. This allows you to discuss results or a problem or results which may not require a face to face consultation and can save you having to take time off work. However, if you are experiencing a problem that is likely to require an examination – a new lump for instance, then a telephone consultation may not be appropriate. We may also use video consultations in some situations.

Text Reminders

We can send you a text message to remind you of your appointment if we have an up-to-date mobile telephone number.

We may need to contact you, so we must have up-to-date contact information for you.

Please let us know if any of your details change.

Automated Booking

Our automated appointment booking system allows patients to book, amend and cancel appointments during and outside of our usual operating hours.

To access automated booking, call us as usual on 020 7622 5642 and key Option 2 in the menu. You will be prompted for your date of birth (which the system will use, along with the phone number you are calling from, to identify you). Key Option 1 again from the resulting menu and appointments available via this method over the next five days will be offered to you.

We currently offer GP appointments and smears via automated booking as well as blood tests, by invitation.

If you have any problems accessing automated booking, please **contact the practice** with your name, the telephone number you called from and the time at which you made the call. The system has a comprehensive monitoring and reporting facility and we will be able to investigate any issues which may arise, promptly.

Online Booking

Grafton Square offers online appointment booking and allows for the online submission of prescription requests via Patient Access. To register for the Patient Access facility, please complete our online registration form. The form can be found on our website. Alternatively please ask a member of reception should you need more information.

Home Visits

Please do not ask the doctor to visit unless the patient is genuinely too ill to come to the surgery.

Remember the doctor can see four to five patients in surgery during the time it takes to do one home visit, and it is at the doctor’s discretion as to whether a home visit is necessary.

Please give the receptionist brief details of your illness so the doctor can assess the order of priority of visits. If possible, try to ring before 10 am if you require a home visit.

Out of Hours

Clapham PCN Ltd provides Enhanced Access appointments, available Monday to Friday from 4pm to 8pm, and on Saturdays from 1pm to 5pm.

Our reception team can arrange an appointment for you at the Hub.

Outside of these hours, please call NHS 111 for advice, or dial 999 or attend A&E in an emergency.



The Nursing Team

Our Practice Nurses can be seen by appointment for numerous services including clinics to monitor diabetes, asthma and blood pressure, family planning advice and repeat pill prescriptions, cervical smears, travel advice and immunisations.

You may be asked the reason for booking an appointment with the nurse. This is so that you can see the most appropriate person and the correct length of time can be allocated to you.

NHS Health Checks and New Patient Checks are also carried out by our Practice Nurses, as well as dressings and stitch removal. We offer phlebotomy (blood-taking) services.

Social Prescribing

The Social Prescribing service supports you to take control of your own health, make positive lifestyle changes, and decide what you would like to do to feel healthier.

The service is here to listen to you and connect you with opportunities in the community that might help you to feel better. This could include supporting you with things like managing your stress and loneliness, finding social groups, learning new skills, and physical activity, or getting information on employment, benefits, housing, and legal advice.

The social prescribers attached to our surgery are Joe Slimani and Zahra Roufi.

If you are 18 or over, you can ask your clinician to refer you to this service.

First Contact Practitioners (Physiotherapy)

First Contact Practitioners should be the first contact for those with back, neck, joint pain and sports injuries. They can order investigations and make referrals. This service is provided on-site by Surrey Physio.





Antenatal Clinics

The practice runs a “shared care” system. This way, you will see your own doctor but go to the hospital of your choice for booking, scans and special tests. The clinics are run with a community midwife and health visitor so continuity of care is guaranteed for both you and your baby during and after your pregnancy.

The majority of our patients choose to have their babies at Guy’s and St Thomas’ Hospitals. You are encouraged to discuss your choice of birth and hospital with your GP.

It is now possible to self-refer for antenatal care at Guy’s and St Thomas’ Hospitals using the self-referral form on their website (www.guysandstthomas.nhs.uk/referral-guide/maternity#making-a-referral) or by calling 0207 188 2300.

Health Visitor and Baby Clinics

Health Visitors can be contacted via email at gst-tr.spahealthvisiting servicelambeth@nhs.net or by calling 020 3049 5300.

The Pharmacy Team

Our Clinical Pharmacists are experienced to help manage a range of minor ailments such as cuts, sprains, aches, colds, headaches, rashes, and cystitis plus manage chronic conditions including diabetes, asthma, COPD, and high blood pressure.

They also provide comprehensive medication reviews to help patients get the most out of their medication, general lifestyle and dietary advice, and answer any medication-related questions.

To book an appointment with the Pharmacy Team, please speak to reception.

Repeat Prescriptions

Repeat prescriptions are medications which appear on the right-hand side of your prescription and in your online profile which your doctor would like you to continue on a regular basis. Medications not shown here are not repeat prescriptions.

We do not accept requests for repeat prescriptions over the phone. Any requests for repeat prescriptions will require a minimum of 7 working days to process.

We favour all patients using the Electronic Prescribing Service (EPS). All new patients will be asked to nominate a pharmacy to receive their prescription when it is sent electronically by the surgery. This is safer, more convenient for you and usually quicker. For more information please visit the NHS website: www.nhs.uk



How do I request a repeat prescription?

Patient Access

Online using [Patient Access](#). You can order online using any internet-capable device and the prescription will be sent via EPS to your nominated chemist or you can collect it from the surgery.

Local Pharmacy

You can set up a repeat prescription order through your local pharmacist. They will order medication for you and let you know when it is ready to pick up at the pharmacy. This is subject to your medication review being up to date but your pharmacist will have details of this when they receive your prescription from us.

Sexual Health

The nearest sexual health clinic is **Falcon Road**, located at 160 Falcon Road, Wandsworth SW11 2LN, with services provided by Sexual Health South West London. Another nearby clinic is **Minnie Kidd House**, located at 1st Floor, 51C Hazelbourne Road, Clapham South SW12 9NU, with services provided by Guy's and St Thomas' NHS Foundation Trust.

Sexual health clinics offer testing as well as useful details on STIs (including treatment), contraception and accessing emergency contraception.

South West London contact details:

Website: shswl.nhs.uk

Telephone: 0333 300 2100

South East London contact details:

Website: www.guysandstthomas.nhs.uk/our-services/sexual-health

Telephone: 020 7188 6666

Register online for a free STI home testing kit: www.shl.uk.

Family Planning and Smears

Women seeking family planning can always see a doctor or nurse if they wish but there is also a clinic run by specially trained nurses. These nurses can advise on birth control, perform cervical smears, teach breast self-examination and also advise on fitting coils, caps, and implants.

Please ask at reception for details.

Sick/ Fit Note

You do not require a doctor's certificate for any illness lasting six days or less. However, some employers insist on a Doctor's note regardless. A Doctor's note under these circumstances may involve a charge.

Search 'Sick/Fit note' on our website to download and fill out our Self Certification Form. If you have been ill for more than 7 days you will need a doctor's certificate, please call the practice on 020 7622 5642.

If you are admitted to the hospital, the hospital team should issue a medical certificate for up to 14 days. If you require an extension, please complete the '[Contact us online](#)' form on our website. We will only be able to process your request if we have seen you regarding this issue.

We are unable to provide same-day appointments to extend Fit notes.

Carers

If you are a Carer, visit our website and search 'Carers' to find a detailed page full of resources, including how to register as a carer. For more information, please contact our reception team at 020 7622 5642. We encourage you to have an annual health check and flu vaccination.

Carers UK is a valuable source of information, visit www.carersuk.org. More local support is available via **Carers' Hub Lambeth**. For more information, visit www.carershub.org.uk/ or call 020 7501 8970.

Insurance/ Medical Reports

Please contact our Senior Administrator Christina Bourton on 020 7622 5642 or via email at lamccg.graftonsquaresurgery@nhs.net to discuss any insurance/medical report requests.

Referrals

Our website offers a self-referral option for a number of services (mental health, carers, pregnancy booking, sexual health and help with drugs and alcohol). Please search 'Referrals' to access this page. You can also track referrals already in progress.

Please contact our Senior Administrator Christina Bourton via email at lamccg.graftonsquaresurgery@nhs.net to discuss any referrals.

Chaperones

Grafton Square Surgery is committed to providing a safe, comfortable environment where patients and staff can be confident that best practices are being followed at all times and that 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 consider one is required. The chaperone may be a family member or friend, but on occasions, a formal chaperone may be preferred for example a Practice Nurse or other member of The Practice Team.

The Healthcare Professional may also require a chaperone to be present for certain consultations.

Health Review and Assessments

Our website provides a number of health review and self-assessment options that help both you and us monitor your condition. These range from Asthma, Blood Pressure and Contraception reviews to COPD assessments and Health (PHQ-9) and Wellbeing questionnaires. Please visit the Health Review and Assessment Clinic on our website to update the relevant section.



There are many fantastic organisations we have worked with for many years. Below are just a few we recommend. For a full list of free services available to you, please visit the 'Wellbeing Centre' on our website.

South London and Maudsley NHS Foundation Trust offer a helpline for patients experiencing a mental health crisis. The service is for patients who require urgent help and is **not** for emergencies. Call **0800 731 2864** and select **Option 1** to access the service.

The **Coral Mental Health Crisis Hub** is a 24/7 service for patients with mental health problems who require an urgent assessment within 24 hours. This service is based at Springfield University Hospital. Call **0800 028 8000** for referrals to the service.

Rethink Mental Illness is a charity that provides free expert, accredited advice and information to everyone affected by mental health problems. Call **0300 5000 927** or visit www.rethink.org.

Kooth is a free online counselling and emotional well-being support service, available to young people aged 11-25 years. This service is anonymous and does not have a waiting list, meaning you can get the support you need when you need it. Visit www.kooth.com to join.

Lambeth Talking Therapies can help if you are experiencing anxiety or stress, depression, bereavement or loss, sleep difficulties, anger issues, obsessive-compulsive disorder, phobias, eating disorders and many other everyday problems. Call **020 3228 6747** or visit www.lambethtalkingtherapies.nhs.uk.

Silver Line is a free phone 24/7 support line for older people aged 55 years and above suffering from loneliness. Call **0800 4708 090** or visit www.thesilverline.org.uk.

Lambeth Single Point of Access (SPA) is a team of mental health professionals, support workers and social workers providing help to patients living in Lambeth who are experiencing mental health problems or distress. Call **0800 090 2456** or visit www.lambethtogether.net.

We Promise

Not to divulge to your relatives, friends or any other third party, either in writing or verbally, any information about you without your written permission.

Any information means: the results of any investigations (eg blood test, x-rays, pregnancy tests); the nature and severity of any illness you may have or suspect you may have; any other personal information and any information we receive from a non-medical source (eg Social Services, insurance companies).

To allow you access to information we keep on you, provided that this information does not identify or provide information about third parties not directly involved in your care. The law allows us to withhold information about you on the very rare occasions that we might have concerns that such information might cause serious harm to your health.

We Will

When requested, provide complete information about your medical status to:

Social Services – with your written permission, except in situations where there is serious concern about a child in your care, where information may be passed on for Child Protection purposes. We would always tell you if we were doing this, however.

Other health providers are legitimately involved in your care (according to Caldicott criteria).

We will not divulge any information about you without your consent unless ordered to do so by the Courts, or for Child Protection purposes, or in an emergency to protect you, or other people, from death or serious harm.



Complaints Policy

We recognise that problems may arise with services we provide.

Should you wish to make a complaint about us or our work, we give you the following undertakings

We will acknowledge your complaint in writing within three working days and will include details of the practice complaints procedure:

- We will give a reply as soon as possible
- We will offer you the opportunity to discuss your complaint with our Operations Manager in private
- If your complaint involves your doctor, and you are unhappy with our written response we will offer you the opportunity to discuss it with the doctor involved or with our Senior Partner, Dr Penelope Smith.

All complaints are taken seriously and are handled openly and honestly. We will endeavour to conclude matters to the satisfaction of all parties as soon as possible.

You can make a complaint by emailing the Operations Manager at lamccg.graftonsquaresurgery@nhs.net.

Feedback

We are continually looking to turn our patients' feedback into real improvements in the services we provide. We use it to focus on the things that matter most to our patients, Carers and their families. We would like to hear from you if you have a suggestion on how we can do things better to improve our patients' experiences. We'd also like to hear from you if you are pleased with the service you've received.

Anonymous posts on public websites give us no opportunity to work with you to resolve any problems. Please visit our website and search 'feedback' to fill out our feedback form.



How We Use Your Medical Records

- This practice handles medical records in line with laws on data protection and confidentiality.
- We share medical records with those who are involved in providing you with care and treatment.
- In some circumstances, we will also share medical records for medical research, for example, to find out more about why people get ill.
- We share information when the law requires us to do so, for example, to prevent infectious diseases from spreading or to check the care being provided to you is safe.
- You have the right to be given a copy of your medical record.
- You have the right to object to your medical records being shared with those who provide you with care.
- You have the right to object to your information being used for medical research and to plan health services.
- You have the right to have any mistakes corrected and to complain to the Information Commissioner’s Office.

Please see the practice privacy notice or speak to a member of staff for more information about your rights.

The Health and Social Care Act 2012 legally requires GPs to release electronic medical records of all registered patients, in an identifiable form, to a new central records database called care data. The records will contain all coded data about you, but no free text. As a GP practice, we are legally obliged to provide this information. If you object to your medical records leaving the practice, you must inform reception immediately.

For more information and to view our full privacy notice please visit our website.



Local Hospitals

Out of Hours 111
Guy’s Hospital 020 7188 7188
St Thomas’ Hospital 020 7188 7188
St George's Hospital 020 8672 1255
King’s College Hospital 020 3299 9000
Chelsea and Westminster Hospital 020 3315 8000
University College Hospital 020 3456 7890

The nearest hospitals to Grafton Square Surgery are Guy’s Hospital, Great Maze Pond, London SE1 9RT, and St Thomas’ Hospital, Westminster Bridge, London SE1 7EH.

If you are seriously ill and need emergency care fast you should go to Accident and Emergency or call 999.

Please note: Accident and Emergency is for life-threatening or very serious illnesses only (e.g. heavy bleeding, broken bones, choking, chest pain, difficulty breathing, blackouts or seizures).

Useful Contacts

Please visit the ‘**Wellbeing Centre**’ on our website www.graftonsquaresurgery.nhs.uk for details of services available to you.

You will find organisations that can help with the specific topic you are looking for. Our website provides many resources on a range of topics, from loneliness, bereavement and depression to maternity services, sexual health and community groups.

Lambeth Council 020 7926 1000
Social Services (Lambeth) 020 7926 5555
Primary Care Support Services 0333 014 2884
South London and Maudsley NHS Foundation Trust
Mental Health Crisis Helpline 0800 731 2864
Coral Mental Health Crisis Hub (Springfield Hospital)
0800 028 8000
Samaritans 116 123
Cruse Bereavement Care (Lambeth) 020 7620 3999
Citizens Advice Bureau (Lambeth) 0808 254 0298
Brixton Advice Centre 0207 733 7554
Victim Support (South London) 0808 168 9293
Carers UK 0808 808 7777
Lambeth Community Drug and Alcohol Service 020 3228 1500

Grafton Square Surgery is part of Grafton Medical Partners.
Our other surgeries:
Trevelyan House Surgery 160 Tooting High Street, London SW17 0RT 020 3883 5700, www.trevelyanhousesurgery.nhs.uk
Upper Tooting Surgery 219 Upper Tooting Road, London SW17 7TG 020 3883 5600, www.uppertootingsurgery.nhs.uk
Macmillan Way Surgery 103 Macmillan Way, London SW17 6AT 020 3883 5800, www.macmillanwaysurgery.nhs.uk