

Practice Leaflet

Aultbea And Gairloch Medical Practice

The Health Centre, Achtercairn, Gairloch, Ross Shire IV21 2BP

Tel. 01445 712229 Fax 01445 712092

The Surgery, Birchburn, Aultbea, Ross Shire IV22 2HZ

Tel. 01445 731221 Fax 01445 731542

www.TwoLochsGP.co.uk

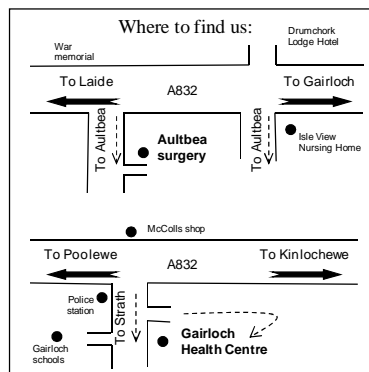
Email address: High-UHB.GP55357-Admin@nhs.net

For email use policy, see separate section

LOCATION/PLAN OF PRACTICE AREA & SURGERIES



The Practice comprises the villages of Gairloch, Poolewe, Aultbea and Laide in Wester Ross and takes in the area that extends from Mungasdale (just north of Gruinard Bay) in the north to as far south as Letterewe and Grudie Bridge, halfway along the south shore of Loch Maree, in the south. All peninsular roads with their associated settlements are also included.



GP PARTNERS (not limited)

Dr GRAHAME A. MITCHELL

MB ChB MRCPG MSc

Dr GERARD P. BAPTIST

BSc (Hons) MB ChB MRCPG

Dr KIRSTEN M. VICKERSTAFF MA(Cantab) MB ChB DCH DRCOG MRCPG

PRACTICE STAFF

Advanced Nurse Practitioners Mrs Helen Davies BSc (Hons) MEd MSc RGN

Mrs Julie Lennon BSc (Hons) RGN

Practice Nurses

Mrs Joan Mackay RGN

Ms Yvonne Ross RGN

Receptionists – Gairloch Health Centre

Ms Yvonne Ross, Mrs Christine Grant, Mrs Kirsty Copland, Mrs Sue Watson

Receptionists – The Surgery, Aultbea

Mrs Moira Macleod, Mrs Moyra Proudfoot, Mrs Lesley Garland

Practice Manager

Mr Andrew Vickerstaff MBA MA(Cantab) MEng

OPENING HOURS AND HOW TO ACCESS SERVICES

All consultations are by appointment only. If you require to be seen urgently, please phone as early as possible and we will endeavour to give you an emergency appointment for that day. Alternatively you may arrange to be telephoned by a doctor or nurse who will discuss with you the problem and then agree with you if and when you should be seen.

Opening Hours – 09.00 to 13.00 and 14.00 to 17.00, Monday to Friday

Closed for half day 13.30 on Tuesdays

Evening surgery 16.30 – 18.30 Wednesday at Gairloch, Thursday at Aultbea

Revised May 2017

OUT OF HOURS – ARRANGEMENTS

All our doctors participate in a rota for out of hours calls. There is always a clinician on call for emergencies. Telephone your local surgery to access the service (see page 1). After 18.00, before 08.00 and at weekends the phone will be transferred to NHS 24 who can offer advice and nurse based triage before passing the patient on to the local clinician, if required. Alternatively patients can contact NHS24 (details below) at any time for advice, and call them directly outside normal opening hours by dialling 111.

NHS 24 PHONE – **111** *free to call*
<http://www.nhs24.com>

This is a 24 hour health service which has round the clock health advice and support, available from anywhere in Scotland.

HOW TO REGISTER WITH THE PRACTICE

When you register with the practice you will be asked to fill out and sign a registration form. If you wish please also make an appointment with a doctor or practice nurse so that a brief history of previous illnesses can be taken and routine tests can be carried out such as blood pressure etc. The registration form can also be downloaded from our website www.TwoLochsGP.co.uk.

PREFERENCE OF DOCTOR AND HOW YOU CAN ACCESS THIS

You will be registered with the Practice rather than with any one particular doctor. You may request to see a particular doctor if you so wish, it may just mean a longer wait for an appointment. Our clinicians all work at various times at both surgery sites.

NAME, ADDRESS & TELEPHONE NUMBER OF HEALTHBOARD WHERE DETAILS OF PRIMARY MEDICAL SERVICES IN THE AREA MAY BE OBTAINED

ELAINE MEAD
CHIEF EXECUTIVE
NHS HIGHLAND
ASSYNT HOUSE
BEECHWOOD
INVERNESS
IV2 3HG
01463 717123 www.nhshighland.scot.nhs.uk

This Practice is part of the:

NHS Highland North and West Operational Unit, Larachan House, 9 Dochcarty Road, Dingwall, Ross Shire IV15 9UG

The **Freedom of Information (Scotland) Act 2002** enables any person requesting information from a public body to receive that information, subject to certain exemptions.

This excludes personal data.

The Practice Publication Scheme Document is available to view, please contact the Practice Manager for more information.

Under the **Data Protection Act 1998** you are entitled to access your clinical records held by the practice. Please request this in writing stating exactly what information you require. A charge may apply for this request of up to £50.
(Please ask us for a form)

Confidentiality of Records Practices undergo regular visits by external assessors, whose purpose is to verify the process of the practices quality of care to the patient; therefore they may need to view records of a random number of individual patients. The visiting team adheres to a strict code of confidentiality. We are currently involved in research studies for which we provide anonymised information from patients' notes. You cannot be identified in any way from this information as none of your personal details are given to researchers. More details are on our website www.TwoLochsGP.co.uk.

If you do not wish your records to be inspected and/or included in anonymous data collection, then please inform the Practice Manager.

PATIENT SERVICES AVAILABLE

Services available from your surgery include:

Child health surveillance

Maternity, via community midwives

Contraceptive advice and provision incl. fitting devices

Support for those with chronic diseases

Weight management

Dietician

Minor surgery

Minor injuries

Vaccination and immunisation

Smoking cessation

Alcohol abuse counselling and support

Sexual health – condoms are freely available in patient toilets

Macmillan nursing

Acupuncture (Dr Vickerstaff)

Our advanced nurse practitioners can deal with most issues that a GP would deal with, including prescribing medication

WE HELP OUT WITH MEDICAL TRAINING

Throughout the year, undergraduate medical students may be attached to the practice. They usually sit in with the clinicians during consultations but you are not obliged to consent to a student being present.

After undergoing a rigorous assessment we have been awarded Training Practice status. We may have a GP Registrar based with us for six months to a year. They are fully qualified doctors with varying amounts of postgraduate hospital and GP practice experience. They will be available for appointments alongside the Practice clinicians.

HOME VISITS AND HOW TO GET A HOME VISIT

If a patient is unable to attend the surgery, then a home visit may be made at the discretion of the clinician. Requests for these should be made before 11a.m., if possible, so that the clinicians can plan their day.

OTHER PRACTICE INFORMATION & WEBSITE

The Practice holds a GMS contract with NHS Highland health board which requires us to have in place the necessary infrastructure and systems to provide good care.

We have a Practice website where you can contact us to request repeat medication, update your contact details, etc. Please take a look:

www.TwoLochsGP.co.uk

IF A PATIENT IS VIOLENT OR ABUSIVE

The Practice operates a **zero tolerance** policy towards any incident in which a person working in the health care sector is verbally abused, threatened or assaulted in circumstances relating to their employment by a patient or member of the public, involving explicit or implicit challenge to their safety, well-being or health. This includes telephone abuse.

The Practice has the right to remove patients from the list because of persisting unacceptable behaviour. Where a patient is not registered with a GP practice for any reason, the period of non-registration may invalidate specific policies e.g. a travel insurance policy.

YOUR RIGHTS & RESPONSIBILITIES, INCLUDING KEEPING APPOINTMENTS

All surgeries are by appointment and these can be made by telephoning the practice. Every available attempt will be made to fit urgent cases into the next available surgery on the same day. The practice also has the authority to remove from the list any patients who constantly abuse the appointments system.

Please telephone to cancel your appointment if no longer needed, so your appointment can be allocated to another patient.

EMAIL CONTACTS WITH THE PRACTICE

High-UHB.GP55357-Admin@nhs.net

We are pleased to receive general enquiries about the Practice via email. Requests for medical advice or patient specific information via email will be dealt with under our medical records confidentiality guidelines. As with any communication from the Practice, the patient must take appropriate steps to ensure the contents are read only by the intended recipient.

HOW TO GET REPEAT PRESCRIPTIONS

Your repeat prescription may be renewed without necessarily seeing the clinician. Requests for prescriptions should be made on your local surgery's prescription line answering machine:

Aultbea: 731599

Gairloch 712358

Requests are processed every working day and we endeavour to have the signed prescription ready for collection for you after 2 working days from taking your message. Requests can also be sent by registering on the practice website www.TwoLochsGP.co.uk.

ARRANGEMENTS FOR DISPENSING PRESCRIPTIONS

You can request for your signed prescription to be collected by the Gairloch Pharmacy and either pick up your dispensed medication in person from there or from the Aultbea Surgery. Patients always retain the choice to collect their signed prescriptions from either surgery site and then take them to the pharmacy of their choice for dispensing. The nearest pharmacies are in Gairloch, Ullapool, Dingwall, Strathpeffer or Kyle.

OTHER USEFUL TELEPHONE NUMBERS

| | |
|-----------------------------------------------------------------|---------------|
| District nurse team – Gairloch | 01445 712178 |
| District nurse team – Badcaul | 01854 633205 |
| Midwife | 01445 712885 |
| Health Visitor | 01445 712914 |
| School Nurse | 01445 712912 |
| Social Services | 01445 712915 |
| Local Police | 101 |
| Emergency services <i>including mountain rescue, coastguard</i> | 999 |
| Chiropodist (visiting service) | 01478 613200 |
| Dentist (Dawn Pickering, Gairloch) | 01445 712240 |
| Dentist (NHS dental helpline) | 0845 644 2271 |
| NHS 24 medical advice line | 111 |
| Ambulance transport requests | 0300 123 1236 |
| Macmillan nurse | 01854 612276 |
| Gairloch Pharmacy | 01445 712840 |
| NHS Inform medical information | 0800 22 44 88 |
| Raigmore Hospital Inverness (switchboard) | 01463 704000 |

HOW YOU CAN MAKE A COMPLAINT OR COMMENT

We operate a practice complaints procedure for dealing with complaints. This system meets national criteria.

If you wish to make a complaint, then you can approach any member of the practice team. We have a two stage complaints procedure. We will always try to deal with your complaint quickly. But if it is clear that the matter will need a detailed investigation we will tell you and keep you updated on our progress.

It would be helpful if you could inform us of any problems as soon as possible after the incident has taken place and at the latest within 12 months.

In investigating your complaint, we aim to

- Find out what happened, and what went wrong
- Enable you, if you would like, to discuss the problem with those concerned
- Ensure you receive an apology, if appropriate
- Try to prevent the same thing happening in the future

If you agree to someone making the complaint on your behalf, it is important for you to know that we will need to ask for your permission for us to deal with that person.

If you would prefer to talk to someone who is not in the Practice you can write to the Complaints Team, NHS Highland, PO Box 5713, Inverness IV1 9AQ or via email on nshighland.complaints@nhs.net. You will be given a reply within 20 working days of them receiving your complaint. Where there are good reasons why this cannot be achieved, you will be kept informed of progress.

If you would like to make a suggestion that you feel could improve the service we offer to patients, please let us know by using the suggestion form, or by discussing with a member of staff.

ACCESS FOR DISABLED

Our premises are fully accessible for wheelchair users and the disabled and we provide a disabled toilet. There is space for disabled parking in front of the buildings.