

# **FOUNTAIN MEDICAL PARTNERSHIP**



## **STATEMENT OF PURPOSE**

**Health and Social Care Act 2008**  
**Health and Social Care Act 2012**

October 2015

## **STATEMENT OF PURPOSE PART 1**

Health and Social Care Act 2008, Regulation 12, Schedule 3

The provider's business contact details, including address for service of notifications and other documents, in accordance with Sections 93 and 94 of the Health and Social Care Act 2008.

### **1. PROVIDER'S NAME AND LEGAL STATUS:**

- The name of the CQC registered provider is Fountain Medical Partnership.
- Our CQC reference number is: PMS2653
- Our address is: Sherwood Avenue, Newark, Notts, NG24 1QH
- Our telephone number is: 01636 704378
- Our e-mail address is: nshccg.c84019@nhs.net
- Our website is: [www.fountainmedicalcentre.co.uk](http://www.fountainmedicalcentre.co.uk)
- Registered Manager: Dr Mark Folman
- The legal status of our practice is: Partnership
- The Fountain Medical Centre is not a Registered Charity
- Partners names: Dr Jane Selwyn, Dr Susan Ritchie, Dr Mark Folman, Dr Mark Jefford, Dr David Wicks.

## **STATEMENT OF PURPOSE PART 2**

### **AIMS AND OBJECTIVES**

Our aims and objectives in providing the regulated activities and locations shown in part 3 of this statement of purpose.

Our aims are:

- To ensure that our services and the environment in which they are provided are of high quality, safe and effective
- To provide monitored, audited and continually improving healthcare services
- To provide healthcare which is available to a whole population
- To create a partnership between patient and health professionals which ensures mutual respect, holistic care and continuous learning and training
- To provide accessible healthcare which is proactive to healthcare changes, efficiency and innovation and development
- To improve Clinical Governance and Evidence Based Practice
- To improve clinical and non-clinical risk management
- To identify and manage risks in clinical risk areas and non-clinical areas
- To meet our environmental and sustainability responsibilities
- To meet targets that have been set to manage and improve services for our patients
- To review and improve communication between the surgery and our patients and continue to work with our PRG and also the local Newark PRG group
- To recruit, retain and develop a highly motivated and appropriately skilled workforce
- To provide robust Information Technology systems in order to support the running of the surgery with the assistance from NHIS

### STATEMENT OF PURPOSE PART 3

Health and Social Care Act 2008

#### LOCATION and

- The people who use the service there
- Their service type(s)

**Name of Location:** Fountain Medical Centre  
**Address:** Sherwood Avenue, Newark, Notts, NG24 1QH  
**Telephone:** 01636 704378

- Car parking arrangements are as follows: At rear of building
- On-site parking is available for patients and visitors and there is a disabled parking bay.

**GP Partnership:** Dr Jane Selwyn MBBS MRCP MRCGP DFRH (1982 London)  
Dr Susan Ritchie MB ChB DRCOG MRCGP DFRH (1982 Glasgow)  
Dr Mark Folman MB ChB MRCHGP DIMC (RCSEd) (2000 Glasgow)  
Dr Mark Jefford BSc MBBS MRCGP (1995 London)  
Dr David Wicks BMedSci BMBS DRCOG MRCGP (2004 Nottingham)

**Managers:** Simon Parkes (Practice Manager), Tina Tomlinson (Office Manager)

**GP Team:** Dr Wynn Aye, MBBS MRCGP Dip.Pall.Med DRCOG DFRH

**Nurse Practitioner:** Alison Storer

**Nursing Team:** Our nursing team is made up of 3 nursing sisters, 1 nurse and two health care assistants.

**Admin/Reception:** We have three medical secretaries, Five receptionists, Two prescription clerks, Six admin staff and One handyman.

**CQC Service User bands:** We have patients in both Nottinghamshire and Lincolnshire with a total list size (as at 1<sup>st</sup> October 2015) of 14,065.

Age	Male	Female
0 – 65	5,656	5,589
66 – 75	737	809
76 +	528	746
TOTALS	6,921	7,144

Our ethnic population is very varied and includes British/Mixed British, Baltic countries (Latvia, Estonia etc), Polish, Indian/British Indian, Irish, Japanese, Italian, Chinese, African.

### **Our Regulated Activities:**

The following CQC regulated activities are provided:

#### *Treatment of disease, disorder or injury*

- Consultation with a health professional
- Referrals onwards for treatment and care by other health and related providers
- Prescribing support and advice, including issue of prescriptions when appropriate
- The management of patients with conditions from which recovery is generally expected, for the duration of that condition, including relevant health promotion advice and referral as appropriate, reflecting patient choice wherever practicable.
- The general management of patients who are terminally ill.
- The management of chronic disease in the manner determined by the practice, in discussion with the patient.
- Vaccinations and immunisations.

#### *Diagnostic and Screening Procedures*

- Cervical screening
- Taking blood
- Ambulatory blood pressure monitoring
- ECGs

#### *Family Planning Services*

- Insertion of intrauterine contraception devices
- Removal of intrauterine contraception devices
- Contraception Advice
- Insertion of hormone implant
- Removal of hormone implant

#### *Surgical Procedures*

- Suturing
- Curettage
- Joint and perarticular injections
- Miscellaneous minor surgical procedures

#### *Maternity and midwifery services*

- Full support during pregnancy
- Advice
- Vaccination requirements
- Neonatal checks

#### *Other services also provided at Fountain Medical Centre:*

- Smoking Cessation Advice with onward referral to New Leaf services
- Weight Management and Dietary advice
- NHS Health Checks
- Baby Clinics
- Various enhanced services including: Alcohol, Extended Hours, Influenza vaccinations, Learning Disabilities, Minor Injuries, Patients in Residential Homes, PSA monitoring.
- Ear syringing
- Dressing wounds

## FEES

- NHS services provided are without cost to the patient
- In addition, the Practice provides a number of associated services for which fees are levied such as: - Insurance Company reports, HGV Medicals, Travel vaccinations e.g. Yellow Fever
- A full set of current fees for these non-NHS services is available upon request to the practice.

## COMMUNICATIONS

### Home Visits

- All requests for home visits are taken by a receptionist who asks the patient for basic details regarding your condition, symptoms etc. Patients are then added to the appointments list to be triaged by the doctor.
- Please make requests for this service as early as possible in the day to enable us to provide an efficient service.
- Wherever possible try to attend the surgery; this will often mean you will be seen quicker, and better facilities are available for your treatment. If you need an urgent visit please make this clear in order that the doctor receives the correct message and can take the appropriate action.

### Out of Hours

- When the surgery is closed, if you require urgent medical advice or attention, please telephone the surgery and you will be given details of how to proceed.

### Booking Appointments

- Telephone 01636 704378 and follow the automated prompts – our reception staff will help you.
- On-line appointments are also available. Please ask reception for advice on how to register.
- Telephone consultations are also available every day.
- Extended hours are available.
- Translators/interpreters are available as and when needed, however the surgery does have to arrange for an interpreter to be present for your appointment so please ensure you notify reception when booking the appointment.
- Urgent appointments: We have some same day urgent appointments available in the morning and in the afternoon. Please ring the surgery reception for details. We also have a duty triage doctor on each day.

### Prescriptions Requests

- Authorised prescription requests will be dealt within **two** (48 hours) working days.
- Repeat prescriptions can be ordered by: (a) on line via our website [www.fountainmedicalcentre.co.uk](http://www.fountainmedicalcentre.co.uk) (b) Calling in to the surgery and dropping the 'repeat' slip in the box in reception (c) Posting 'repeat' slip to us with a stamped addressed envelope to return (d) Ordering via Pharmacy of choice.

### Access to Patient Information

- All patient information is considered to be confidential and we comply fully with the Data Protection Act

- All employees have access to this information in relation to their role and have signed a confidentiality agreement
- All contractors and third parties working in the building sign confidentiality agreements
- Information may be shared, in confidence, with other NHS organisations in the interests of patient care
- Confidential patient data will be shared within the health care team at the surgery and with other health care professionals to whom a patient is referred. Those individuals have a professional and contractual duty of confidentiality.
- Confidential and identifiable information relating to patients will not be disclosed to other individuals without their explicit consent, unless it is a matter of life and death or there is a serious risk to the health and safety of the patients or it is overwhelmingly in the public interest to do so. In these circumstances the minimum identifiable information that is essential to serve a legal purpose may be revealed to another individual who has a legal requirement to access the data for the given purpose. That individual will also have a professional and/or contractual duty of confidentiality. Data will otherwise be anonymised if possible before disclosure if this would serve the purpose for which data is required.

#### **Data Protection Policy**

- The Practice is committed to security of patient and staff records
- The Practice will take steps to ensure that individual patient information is not deliberately or accidentally released or (by default) made available or accessible to a third party without the patient's consent, unless otherwise legally compliant.
- The Practice will undertake prudence in the use of, and testing of, arrangements for the backup and recovery of data in the event of an adverse event
- The Practice will maintain a system of 'Significant Event Reporting' through a no-blame culture and address incidents which threaten compliance

#### **Chaperone**

- Should you need a professional chaperone present at a consultation or procedure then please alert reception staff or ask the doctor when you see them.

#### **Confidentiality**

- We ask patients for personal information in order that they can receive appropriate care and treatment. This information is recorded on a computer; consequently we are registered under the Data Protection Act.
- The Practice will ensure that patient confidentiality is maintained at all times, by all members of the practice team. However, it is sometimes necessary that medical information about patients is shared with other members of the team in the interests of providing the highest standards of care and treatment for patients.

#### **Patient Engagement**

- The Fountain Medical Centre is committed to continually improve our services by learning and listening to our patients
- We have a Patient Reference Group and are always looking for new members, please ask reception for further details.
- In addition, the practice (with the assistance of the Patient Reference Group) hold surveys to obtain feedback from patients about the services provided.
- Patients have a right to complain about services, or to make comments or suggestions. Should you wish to complain or to have a discussion about the services provided please either write to the Practice Manager or contact him on 01636 704378.

**STATEMENT OF PURPOSE PART 4**

Health and Social Care Act 2008

Registered manager details

**Manager's full name:** Dr Mark Folman

**Business address:** The Fountain Medical Centre  
Sherwood Avenue  
Newark Notts  
NG24 1QH

**Telephone:** 01636 704378

**E-mail address:** [mark.folman@nhs.net](mailto:mark.folman@nhs.net)

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**STATEMENT OF PURPOSE DECLARATION**

Signed by Registered Manager:.....

**Dated:** 30<sup>th</sup> October 2015

**Review Date:** 1<sup>st</sup> December 2015