



# MINSTER SURGERY

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[www.minstersurgery-thenet.co.uk](http://www.minstersurgery-thenet.co.uk)

## Practice Leaflet

### Welcome to Minster Surgery

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#### **Welcome To Minster Surgery**

We aim to provide you with an efficient and effective service and hope you will find this leaflet useful. This is a Group Practice with three partners and two salaried doctors.

- DR. C CROSSFIELD - Senior partner
  - DR. M ELLIOT - ¾ time Partner
  - DR. R MANGAM - ¾ time Partner
  - DR. L GREENWAY - Salaried
  - DR. S KUMAR - Salaried
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We only have a small car park in front of the surgery which we ask that you leave for those patients who have difficulty walking. There are also three bays reserved for registered disabled patients.

Minster Surgery is a training practice which means that from time to time we are joined by medical students and GP Registrars. These are special doctors who have previously had experience only in a hospital environment. This is to enable them to gain insight into general practice and hopefully aid recruitment.

There is a patient Liaison Group attached to the practice.

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### **How To Register**

Provided you live within our practice boundaries we are happy to accept you as a patient here. We will not discriminate on the grounds of race, gender, social class, age, religion, sexual orientation, appearance, disability or medical condition.

Ask reception for a registration form GMS1 - you will need to complete one for each member of your family. If you can find your medical card please let us know this with the GMS1 and we will arrange your registration and obtain your medical records from your previous doctor.

We will need a current blood pressure reading before handing in registration forms (Our blood pressure machine is situated in Reception and is available for Patient use and our reception staff will be happy to assist).

Repeat prescriptions, where applicable, should be enclosed with registration forms. You will be asked to make a double appointment with a double appointment with a doctor before any medication can be issued.

### **Surgery Times & Appointments**

The Practice Building opens at 8:20 but the telephone lines open at 8:00 am Monday to Friday and remain open until 6:30 pm Monday to Friday when the out of hours service takes over responsibility for our patients.

We have a late night surgery on Monday until 8:00 pm. These are pre-bookable appointments for those patients unable to get to the surgery during our normal hours i.e. London commuters etc.

Surgery hours are from 8:30 am until 12:00 noon and from 3:30 pm to 6:30 pm. There may on occasion be some variation in these times.

A receptionist and Doctor are always on duty between the hours of 8:00 am and 6:30 pm each weekday.

Consultations with the Doctor are by appointment and are usually bookable on the day you wish to be seen. A limited number of pre-bookable appointments are available in each surgery for up to one month in advance.

We have multiple telephone lines on our main surgery number and we advise you to telephone as soon after 8:00 am as possible as appointments go very quickly. If you do not call until later in the day we cannot guarantee a same day appointment and you may be asked to try again the following day. We always try to book morning surgeries first so that later appointments are available to those who work and we would appreciate your cooperation in accepting a morning appointment if possible.

E-consultations are available on our website between 8:30 am and 6:30 pm Monday to Friday for all non-urgent appointments and administration requests i.e. prescriptions. These will be reviewed and responded to within 72 hours.

Appointments are valuable things in general practice and we do ask that if you are unable to keep an appointment you let us know so that it can be offered to someone else. Appointment can also be booked with an interpreter if required, however please provide adequate notice to enable the practice to arrange this facility.

Our specialist clinics and nurses surgeries are bookable in advance - details available later in this leaflet.

### **Extended Access**

The surgery participates in the Extended Access scheme across Thanet, which provides appointments until 8 pm 7 days per week from various GP Practices during weekdays and at the local hospital on the Saturday. To utilize this scheme, please contact a member of the reception team who will provide more details.

### **Out Of Hours**

When the surgery is closed i.e. from 6:30 pm to 8:00 am each weekday - from 6:30 pm. Friday until 8:00 am. Monday and when there is a public holiday, the practice uses an out of hours service. If you need urgent advice or a doctor to visit or see you, you should telephone **NHS 111** or the normal surgery telephone number which will automatically transfer your call.

### **The Practice Team**

In addition to the doctors the following staff work for or are attached to the practice.

**Nurse Practitioners:** Who can see the minor illness and prescribe the necessary treatment - i.e. urinary tract infections, chest infections, conjunctivitis, etc.

**Practice Nurses:** Our practice nurses hold daily surgeries (Monday to Friday) in which they deal with injections, dressings, removal of sutures and general health education. They also operate specialist clinics, details of which appear later in this leaflet. One of our nurses has special responsibility for the elderly and will visit housebound patients routinely at home at least once a year to ensure their welfare and deal with any problems.

**Health Care Assistants:** Our health care assistants can help you with blood tests, blood pressure checks, ECG's spirometry and routine diabetic tests.

**Clinical Pharmacist:** Our clinical pharmacist is trained to complete annual medication reviews and offer advice about your medicines.

**Care Coordinators:** Our care coordinators work with both patients and healthcare professionals to ensure seamless organized and effective care. Their primary duties include having contact with patients to monitor the care provided and working with the care team to assess the treatment.

**Integrated Case Management Team:** This team helps with patients who have non-clinical needs and social care needs that require intervention to prevent escalation to providers in the wider health system.

### **Dental Treatment**

Please note that doctors do not deal with dental problems.

Dentaline is an emergency out of hours dental service. Patients should telephone before attending the clinics.

**Canterbury: 01227 781818**

Weekdays 7:00 am to 9:10:30 pm. Weekdays 9:30 am to 11:00 am.

**Margate: 01634 890300**

Weekdays 9:00 am to 10:30 pm. Weekends 9:30 am to 11:00 am.

### **Home Visits**

These are available for the housebound rather than those with transport difficulties. Please ring the surgery before 11:00 am. Reception staff will ask for a few details (name, address and telephone number) and the reason for the request.

The doctor may ring you back to make an assessment and discuss the most appropriate way forward (some problems may be suitable for telephone advice or a nurse visit). Children who are unwell come to no harm by being wrapped up and brought to the surgery.

### **Repeat Prescriptions**

Initially you will need to see a doctor - please make sure you book an appointment before your medication is due to run out. Thereafter, if you are on a regular medication you may obtain a repeat prescription without having to see the doctor every time.

Repeats can be requested using the printed repeat slip, in writing, via the surgery website [www.minstersurgery-thanet.co.uk](http://www.minstersurgery-thanet.co.uk) or via the patient access website or Apple/Android app.

To enable us to check your records we ask for a minimum of 4 working days notice (96 hours) not including weekends. If you wish us to post your prescription to you, please enclose an SAE. **FOR YOUR OWN SAFETY - please do not telephone for repeat prescriptions.** We are able to dispense medication only to those patients who live one mile or more from the nearest pharmacy. **Dispensary opening hours are 8:30 am to 6:30 pm Monday to Friday.**

### **Investigations & Test Results**

Most results come to the practice electronically which means that there is now less delay. However, to ensure that the doctors have had time to look at the results please allow 2-3 days for pathology results. Other investigations ie X Rays and Echocardiograms will take longer.

### **Additional Services**

The following clinics are available by pre booked appointments only. Please ask at reception.

**Asthma Clinic:** This is held weekly by our practice nurse, with doctor support which also offers support and advice on inhaler technique and general management of your asthma.

**Diabetic Clinic:** This is run weekly, led by our practice nurse with doctor support, and is designated to monitor control of your diabetes, arrange routine investigations and thereby detect any problems at an early stage.

**Foreign Travel Immunisations:** This clinic is led by our practice nurse. Some immunisations require a course of injections so please try to allow plenty of time for these to be fitted in. you will also be offered additional travel advice, sun safety advice etc. we regret that the partners can no longer undertake the completion of passport application forms.

**Seasonal Vaccine Clinics:** These are held by our practice staff. Immunization is available routinely for anyone who is eligible. You will be invited to book an appointment.

**Minor Surgery:** Some minor operations are carried out at the surgery including a monthly cryosurgery clinic for referred patients only. A charge will be made for any dressing packs used for minor operation.

**Medical Examinations:** The doctors will undertake examinations for insurance, HGV and PSV licenses. These are done outside normal surgery consultation times because of the length of time involved and a charge is made at nationally agreed rates. Patients' medical needs will always take precedence over these examinations.

**Phlebotomy:** We have trained phlebotomists who carry out routine blood tests requested by the doctors every morning. You are able to book these online.

**Carers:** If you are responsible for looking after a sick relative or friend, there are support services available which you may find helpful. We would like to identify

carers in the community whose needs can sometimes be overlooked so please contact us and let us know if we can help you.

### **Completion Of Forms/Certificates**

Other forms which need to be completed by a doctor should be left at reception. Please make sure that you have completed your part of the form and signed if necessary. Doctors do not have time during normal consultation to complete these forms. Please also note that there may be a charge for completing some forms. All non-NHS private work we aim to complete within 28 days.

### **Administration**

The Practice Manager and Qof manager are responsible for the organization. Any suggestions you may have to improve the service are welcome. There is a suggestion box in the reception or you may ask to speak to them either in person or on the telephone. They should also be informed of any difficulties or problems you may encounter. We have a finance assistant, a practice secretary and a team reception and dispensary staff. They will do their best to meet your requests for appointments etc, in a friendly and efficient manner. Please be patient when the systems appear to be under pressure and staff are busy. They need your help and cooperation in order to help you.

### **Confidentiality**

During the time that you are patient at this surgery, all sensitive personal or medical information about you or your family will be treated in a confidential manner.

Staff employed by the surgery will not disclose such information unless authorized to do so by the person whom the information relates or as necessary part of the performance of their job.

We ask you for information so that you can receive proper care and treatment. We keep this information, together with details of your care, 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 protect the health of the public generally and to see that the NHS runs efficiently, plans for the future, trains its staff, pays its bills and can account for its actions. Information may also be needed to help educate tomorrow's clinical staff and to carry out medical and other health research for the benefit of everyone. Sometimes the law requires us to pass on information: for example, to notify a birth.

The NHS Central Register for England & Wales contains the basic personal details of all patients registered with a general practitioner. The register does not contain clinical information.

You have a right to access your health records.

### **Everyone Working For The NHS Has A Legal Duty To Keep Information About You Confidential**

You may be receiving care from other people as well as the NHS. So that we can all work together for your benefit, we may need to share some information about you.

We only ever use or pass on information about you if people have a genuine need for it in yours and everyone else's interests. Whenever we can we shall remove details which identify you. Not sharing some types of very sensitive personal information is strictly controlled by law.

Anyone who receives information from us is also under a legal duty to keep confidential.

Minster Surgery is part of the CARE PCN. This is a group of practices working together to provide care and support for our patients via the integrated care team.

### **Are You A Military Veteran?**

If you are a Military Veteran, please let a member of the Reception Team know, as all veterans are entitled to priority access to NHS Hospital Care for any condition as long as it relates to their military service, regardless of whether or not they receive a war pension.

Military Veteran is defined as someone who has served in the armed forces for at least one day in the regular or reservist forces.

### **Chaperones**

There are occasions when patients seeing a doctor may require an intimate examination. This practice is committed to putting patients at ease whenever possible, and if you wish a chaperone to be present during your examination, please do not hesitate to ask the doctor.

It may not be possible for such a chaperone to be provided immediately and you may have to return for the examination to be carried out at a mutually convenient time. Trust is important in the relationship between general practitioner and



patient and we would, at all times, wish you to feel able to ask for a chaperone should you require it.

### **Complaints**

We operate a Practice Complaints Procedure as part of the NHS system of dealing with complaints. This meets National Criteria and our manager will be pleased to assist you with any problem should one arise.

We ask that you treat our staff and surgery buildings with respect at all times and along with the rest of the The National Health Service has a **ZeroTolerance approach to aggressive and threatening behavior towards any member of our staff**. We pride ourselves on the quality of our service and the friendliness of our staff and trust that you will find your time as a patient here a positive experience.

