

**CHERITON BISHOP &
TEIGN VALLEY PRACTICE
PATIENT INFORMATION LEAFLET**



The Surgery, Cheriton Bishop, Exeter EX6 6JA
Telephone: 01647 24272
Fax: 01647 24038
Email: D-CCG.CheritonBishop@nhs.net
Website: www.cheritonbishoppractice.co.uk



**Branch Surgery:
Layne Fields, Christow, Exeter EX6 7NY**

PRACTICE INFORMATION

For an appointment to see a doctor at any of these surgeries, request a home visit or any other enquiries, please telephone The Cheriton Bishop Surgery on 01647 24272 .

We are open Monday to Friday from 8am to 6pm
 With extended hours for appointments on a
 Tuesday evening
 When the surgery is closed and you need to speak
 to a doctor please telephone 111

In an emergency please telephone 999

If you want an appointment or any other enquiry please
 telephone the surgery on 01647 24272 during opening hours
 Monday to Friday 8am – 6pm.
 The surgery is closed Saturday, Sundays
 and all Bank Holidays.

Welcome to the Cheriton Bishop & Teign Valley Practice. Our aim is to give a personal, caring, efficient and friendly service to ALL our patients. This not only includes the management of illness but also an effective, preventative care policy.

**ALL CONSULTATIONS WILL BE TREATED IN THE
 STRICTEST CONFIDENCE**

Branch Surgery – Christow – by appointment only

Dr Clunie	Monday	8.30am to 10.30am
Dr Hayter	Tuesday	8.30am to 10.30am
Dr Clunie	Wednesday	2.30pm to 4.30pm
Dr Herdman	Thursday	3.30pm to 5.40pm
Dr Hayter	Friday	3.00pm to 4.30pm
Practice Nurse	Tuesday	8.30am to 11.30am
Practice Nurse	Thursday	2.00pm to 5.00pm
Practice Nurse	Friday	2.00pm to 4.30pm
Health Care Assistant	Monday/Tuesday	9.00am to 11.30am

NOW TO MAKE AN APPOINTMENT FOR ANY SURGERY OR SPEAK TO A DOCTOR:
 Please ring 01647 24272 or 24025 Monday to Friday between 8am and 6pm (except Bank or statutory holidays),

OUT OF HOURS When the surgery is closed and you need to speak to a doctor please ring 111. **IN AN EMERGENCY TELEPHONE 999**

CHERITON & TEIGN VALLEY PRACTICE SURGERY TIMETABLE

MAIN SURGERY – CHERITON BISHOP

OPEN SURGERY: 8am to 9.30am Monday to Friday. Two doctors will be available for the open surgery each morning. No appointment necessary.

Appointment Surgeries: mornings

Dr Herdman	Monday/Tuesday	10.00am to 11.00am
Dr Herdman	Thursday	8.10am to 11.00am
Dr Vaile	Monday/Thursday Wednesday	8.30am to 11.00am 10.00am to 11.00am
Practice Nurse	Mon/Wed	9.00am to 12.30pm
Practice Nurse	Fri	9.00am to 12noon
Health Care Assistant	Mon/Tues/Wed Thurs/Friday	8.30am to 12.30pm 8.30am to 10.30am

Appointment Surgeries: afternoon

Dr Clunie/Dr Hayter	Monday	3.00pm to 5.00pm
Dr Clunie/Dr Hayter	Tuesday	3.00pm to 5.00pm
Dr Vaile	Wednesday	3.00pm to 5.00pm
Dr Clunie	Friday	3.00pm to 4.30pm
Practice Nurse	Monday	2.00pm to 4.30pm
Practice Nurse	Tuesday	2.00pm to 6.50pm
Practice Nurse	Thursday	2.00pm to 5.30pm

Evening Surgery: Cheriton Bishop only

We recognise the need for those who work to be able to access a convenient surgery appointment time, so there will be an evening clinic on Tuesdays run by Dr Clunie and Dr Hayter by appointment.

THE PRACTICE TEAM

Dr JASON CLUNIE (GMC 3561599)

MB BS MRCP, London 1991

Dr JAMES HAYTER (GMC 4279060)

BSc MB ChB DRCOG MRCP DFFP, Birmingham 1996

Dr JOSEPHINE HERDMAN (GMC 2563703)

MB ChB DRCOG DFFP MRCP, Bristol 1982

Dr PIPPA VAILE (GMC 4699334)

MBChB MRCP MRCP, Edinburgh 2000

Practice Manager	Mrs Julia Mercer
Practice Nurses	Mrs Karen Ross Mrs Mandy Sterrett
Healthcare Assistants	Mrs Liz Charlton Mrs Julie Cooney
Senior Dispenser	Mrs Sarah Strong
Dispensers	Mrs Sue Watson Mrs Jackie Wilcocks Ms Elissa Wilkinson Mrs Tina Mcleod
Senior Secretary	Mrs Jill Wannell
Secretaries	Mrs Liz Charlton Mrs Rachel Hill
Administrator	Mrs Sue Watson
Receptionists	Mrs Jenny Isaac Mrs Darice Brook Mrs Mandy Vellacott
Community Nurses	Mrs Gilly Wolfe Mrs Sam Saupe Mrs Teresa Sanderson Mrs Tracy Brock
Health Visitor	Mrs Christine Bradley
Midwives	Ms Maureen Cockayne
Physiotherapist	Mr Nicholas Blade

OUR PRACTICE COMMITMENT

What we will do for you:

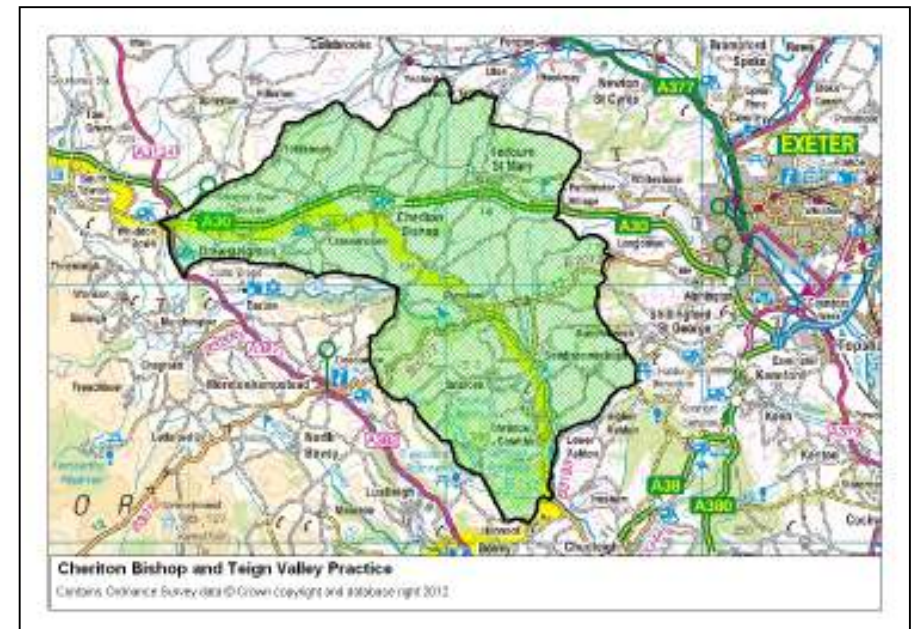
- We are committed to giving you the best possible service that can be attained by working together
- You will always be treated with courtesy and respect
- We will always offer you the treatment we believe is best, by a suitably qualified person, with your informed consent
- We will ensure that you are able to see the doctor the same day if it is medically urgent
- We will endeavour to give you an appointment with the doctor of your choice when this is possible
- We will make every effort to see you promptly. Medical emergencies will receive immediate attention
- We will endeavour to see you within 30 minutes of your appointment time and keep you informed of the reason for any significant delay
- We will visit you at home the same day if you are too ill or infirm to attend the surgery
- We will ensure that in an emergency, out of normal working hours, if you telephone the Practice you will be able to access a doctor
- We will strive to promote good health through preventative medicine
- We will prescribe all appropriate drugs and medicines
- All practice staff will have a name badge so that their name is known to you
- We will offer you a health check on joining our list
- We will respect patients rights to confidentiality and access to medical records within the law
- We will provide information about our services in our website, practice leaflet, newsletters, parish magazines and of course through our staff
- We will deal promptly with any problems or complaints

PRACTICE AREA

The Cheriton Bishop and Teign Valley Practice covers several villages including:

- Cheriton Bishop
- Tedburn St Mary
- Crockernwell
- Drewsteignton
- Hittisleigh
- Dunsford
- Bridford
- Christow
- Doddiscombsleigh
- Ashton

PRACTICE AREA BOUNDARY MAP



USEFUL TELEPHONE NUMBERS

Main Surgery	01647 24272
Fax No.	01647 24038
Email	D-CCG.CheritonBishop@nhs.net
Web Address	cheritonbishoppractice.co.uk
Dispensary Email	cheritonprescriptions@nhs.net

Christow Surgery	01647 24272
Christow (Fax No.)	01647 252960

Devon Doctors On Call	0845 6710 270
NHS Direct	0845 4647

Royal Devon & Exeter Hosp.	01392 411611
Moretonhampstead Hosp.	01647 440217
Crediton Hospital	01363 775588
Okehampton Hospital	01837 658000
Okehampton (Maternity Unit)	01837 658013

NHS Devon (Formerly Devon PCT) The Annexe, County Hall, Topsham Road, Exeter EX2 4QL	01392 205205
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Patients Advice and Liaison Service (PALS)	0845 111 0080
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Acorn Community Support Outreach	01647 252701 01647 61929
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Volunteering In Health (Transport for Medical Appointments)	01626 771143
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USEFUL WEBSITES

Alcoholics Anonymous	-	www.alcoholics-anonymous.org.uk/
Age Concern	-	www.ageuk.org.uk/
Care Direct	-	www.devon.gov.uk/caredirect
NHS Direct	-	www.nhsdirect.nhs.uk/
NSPCC	-	www.nspcc.org.uk/
Patient UK	-	www/patient.co.uk
NSH Stop Smoking	-	www.smokefree.nhs.uk/

What you can do for us:

- We like to feel that you are partners in the care you receive and we ask you to accept your own responsibilities in return
- Please treat all surgery staff with the same courtesy and respect we offer
- Please ask if you are unclear about your treatment and try to follow the medical advice offered
- If possible please telephone before 10am if you need a home visit
- If you wish to speak to a Doctor please telephone between 11am and 12 NOON
- Only ask for emergency consultations or home visits when appropriate
- Please let us know if you cannot keep an appointment
- Please request repeat prescriptions by posting, E-Mailing or dropping your slip into the surgery whenever possible
- Many illnesses can be detected early through screening programmes, please take advantage of these

Privacy in the Reception Area

If you want more privacy when speaking to the receptionist in the surgery, please mention this at the time and it will be arranged.

TO SPEAK TO A DOCTOR ON THE TELEPHONE

TEL: 01647 24272

In an emergency you will be put through to the doctor immediately otherwise a convenient time to speak to him/her is between 11am and 12 noon, Monday to Friday.

HOME VISITS

TEL: 01647 24272

The Doctor will visit you at home if you are too ill to come to the surgery. Except in an emergency please try to telephone before 10am to assist the Doctor plan his rounds. It would be helpful if you could explain the nature of your illness to the receptionist, so that the Doctor can assess the degree of urgency. One of our Doctors is always available between 8am and 6pm to respond to any urgent calls.

**WE ARE OPEN BETWEEN 8AM AND 6PM
MONDAY TO FRIDAY**

**IF THE SURGERY IS CLOSED AND YOU NEED TO SPEAK
TO A DOCTOR, PLEASE TELEPHONE 111**

DISABLED ACCESS

There is wheelchair access and toilet facilities at both Cheriton Bishop and Christow surgeries.

NEW PATIENTS

As your medical records can sometimes take some time to arrive, we would be grateful if you would complete a patient questionnaire on registering with the practice. You will be invited for a health check and we will take a brief medical history, details of any medication, blood pressure, height, weight, advise about health, diet, exercise etc. PLEASE BRING A URINE SAMPLE WITH YOU.

Appointment times are 10 minutes long, a double appointment can be booked if you feel you need a longer appointment.

If you cannot make an appointment that has been booked, please let the surgery know as soon as possible.

CARERS REGISTER

TEL: 01647 24272

Please let us know if you are a carer or if you are being cared for so that we can provide relevant information.

All our carers are supported by the practice and the Devon Virtual Carers Centre. Please contact Rachel at the practice so she can provide information to any caring support you may need.

PATIENT PARTICIPATION GROUP

TEL: 01647 24586

The Patient Participation Group has been set up to establish a system of communication with all registered patients in the practice, so that their views and constructive comments can be fed back into the practice. If you would like to get in touch with the group please contact Mrs Jean Martin (Chairperson) on the above telephone number.

ACORN COMMUNITY SUPPORT

TEL: 01647 252701

Acorn Community Support is a Charity set up to help anyone in the Cheriton Bishop and Teign Valley area requiring any type of help e.g. carer's relief, granny sitting, transport to surgery etc. Jackie Thomas the administrator can be contacted on the number above.

OUTREACH

TEL: 01647 61348

Outreach is a similar organisation to Acorn Community Support and it covers the Tedburn St Mary area. They desperately need volunteers to help them. Please contact Heather Perry on the number above.

STAYING HEALTHY

Many health problems can be avoided by early detection and preventative action. We offer a wide range of health promotion and full health screening for men and women, including:

- Well Man, Well Woman
- Asthma
- Diet & Exercise
- Hormone Replacement Therapy
- Prevention of Heart Disease
- Family Planning
- Hypertension
- Diabetes
- Stopping Smoking
- Alcohol Consumption
- Stress Management
- Epilepsy

The Doctors and Practice Nurses use every opportunity to offer and be available for advice on any relevant health topic. Please ask the Receptionist for an appointment .

REPEAT PRESCRIPTIONS

We are a dispensing practice and all medication is dispensed from our main surgery at Cheriton Bishop.

Patients on continuing medication are issued with a tear-off portion of their computerised prescription. This gives a list of any repeat medication the Doctor has given you and you are requested to tick the item(s) you require and return it to the surgery allowing TWO FULL WORKING DAYS notice from the time your request is received by the dispensary.

FOR SAFETY AND TO ELIMINATE THE RISK OF ERROR, WE DO NOT TAKE REPEAT PRESCRIPTIONS OVER THE TELEPHONE.

Order all requests by: Fax - 01647 24038
Our practice website -
cheritonbishoppractice.co.uk
Email - cheritonprescriptions@nhs.net
By Post
Deliver to the surgery personally

Patients are able to collect their medication from Cheriton Bishop Surgery, Christow Surgery, Christow Post Office and Dunsford Post Office. Therefore, when ordering, please state clearly where you would like to collect your medication.

Times for collection of medication is as follows:-

Cheriton Bishop Surgery	-	Mon-Fri 8am-6pm
Christow Surgery	-	Mon 8.30am-12.00
	-	Tues 8.30am-12.00
	-	Weds 2.00pm-6pm
	-	Thurs 2.00pm-6pm
	-	Fri 2.00pm-6pm

**IF YOU CHANGE YOUR NAME, ADDRESS OR
TELEPHONE NUMBER
TEL: 01647 24272**

It is important that the surgery is informed of any change. All patients are asked to let us know as soon as possible of any change in the above details.

PROTECTION AND USE OF INFORMATION

We ask 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, ie 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, 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 and Wales contains basic personal details for all patients registered with a general practitioner. The Register does not contain clinical information.

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. Whenever we can, we will remove details which identify you. ANYONE WHO RECEIVES INFORMATION FROM US IS ALSO UNDER A LEGAL DUTY TO KEEP IT CONFIDENTIAL.

ACCESS TO MEDICAL RECORDS

You can access, under the Data Protection Act 1998, any information that we hold on you, in paper form, (e.g. your health records) or on a computer system (e.g. test results). A charge will be made for this service if you require copies of the information. For further information please write to the Practice Manager who will send you an application form to complete and "A Guide to Accessing Your Information Under the Data Protection Act 1998" which explains the process in more detail, together with the charges that may be made for this service.

MAMMOGRAMS

Women between the ages of 50 and 64 years are invited to attend the local breast screening unit every three years for mammography to detect any abnormalities. We actively encourage all who are invited to attend for screening.

OVERSEAS TRAVEL

The Doctors and Practice Nurses can provide general advice to anyone travelling abroad and details about malaria protection and immunisation for particular areas. Immunisations necessary may include Tetanus, Polio, Hepatitis, Meningitis, Rabies and Yellow Fever. It may take up to 8 weeks for a full course so please contact us well before you are planning to go abroad. Please ask for a travel pack, complete and return travel form before making an appointment with the Practice Nurse.

DISEASE PROTECTION

In this rural area, we would recommend everyone to be up to date with tetanus protection. We frequently give a polio booster in association with this. The procedure for tetanus protection has however changed recently and the time interval for adults increased to 10 years. Because of your occupation, you may benefit from protection from Hepatitis B. We also advise immunisation from Pneumonia and an annual Influenza immunisation if you are aged over 65 or at risk because of chronic illness. IF YOU ARE IN DOUBT – PLEASE ASK.

MINOR OPERATIONS

The Doctors have the facilities to perform a variety of minor surgical procedures at the Surgery.

**CHILD ASSESSMENT / CHILDHOOD
VACCINATIONS
TEL: 01647 24272**

Routine development examinations for pre-school children are performed by Christine Bradley and the Doctors. Christine will let you know when this is due and arrange for an appointment. The Practice Nurses run the Vaccination clinics and your child will be invited by appointment to attend.

TEST RESULTS

Your blood tests will take 72 hours to return to the Practice. All results will be reviewed by your GP (or requesting GP) and a comment will be left on the computer record for each result. If there is an abnormal result that needs dealing with then the Practice will endeavour to contact you direct. Please make sure that we have your correct contact details (including email), and let us know if you do not wish to be contacted (for confidentiality reasons). If you wish to check your results, then after 72 hours please contact the practice after 10am to speak to our reception team.

MATERNITY CARE - Partners are welcome

Dr Jason Clunie Maureen Cockayne (Midwife)
Dr James Hayter Mrs Christine Bradley (Health Visitor)
Dr Josephine Herdman Karen Ross/Mandy Sterrett (Practice Nurses)

We provide all aspects of maternity care. This includes preconceptual advice provided by the Doctors at regular surgeries. Ante-natal Clinics by appointment with Maureen are held on alternate Wednesdays at Cheriton Bishop and Christow, The midwives will also advise on Parent craft classes, Domino deliveries, home deliveries and post-natal care including Shape-up group and Breast Feeding support group. The Midwives are based at Okehampton Hospital – Tel. 01837 658013.

CONTRACEPTION AND FAMILY PLANNING

TEL: 01647 24272

All the Doctors and Practice Nurses provide a full Family Planning service and in combined clinics coils and caps may be fitted. EMERGENCY CONTRACEPTION is also available and these services are, as always, provided in strictest confidence and are offered to women of any age EVEN IF YOU ARE UNDER 16.

CERVICAL SMEARS

TEL: 01647 24272

The Practice runs a screening programme with automatic recall as appropriate. This test is most important for all women. Current recommendations are that women between the ages of 25 and 65 should be tested every three to five years. Smears are mainly done by Mandy Sterrett and Karen Ross our Practice Nurses.

MEDICAL EXAMINATIONS (Non NHS)

These can be arranged through the Receptionist and there will be a charge. Charges for any non NHS requests are displayed in Reception.

SUGGESTIONS AND COMPLAINTS

Our main objective is to give you the highest possible standard of service and it would assist us if you would let us know in writing if you have any comments about the services we provide, particularly if you feel that these can be improved in any way. There is a "Suggestion" book at the reception desk at each surgery where comments can also be recorded or use the comment section on our website. Alternatively please ask to speak to Mrs Julia Mercer our Practice Manager who will be pleased to help if you have a query or suggestion to make. If you have a complaint or a concern about the service you have received from the Doctors or any of the staff working in this practice, please let her know. We operate a practice complaints procedure as part of the NHS system for dealing with complaints and we will endeavour to deal swiftly with any problems or misunderstandings that may occur. A complaints procedure information leaflet is available from Reception.

THE PATIENT ADVICE AND LIAISON SERVICE - PALS

As a patient, relative or carer sometimes you may need to turn to someone for on-the-spot help, advice and support. The Patient Advice and Liaison Service provides confidential advice to help you sort out any concerns you may have about the care provided by local NHS services in Hospitals, GP Surgeries, Clinics, Community Healthcare, Dental Practices etc. Their aim is to:

- advise and support patients, their families and carers
- provide information about NHS services
- listen to your concerns, suggestions or queries
- help sort out problems quickly on your behalf

For further information please telephone 0845 111 0080

VIOLENCE AND AGGRESSION POLICY

Our practice staff are here to help you. Our aim is to be as polite and helpful as possible to ALL patients. If you consider that you have been treated unfairly or inappropriately, please ask the reception staff to contact the practice manager or duty doctor, who will be happy to address your concerns. However, shouting and swearing at practice staff will not be tolerated under ANY circumstances and patients who are abusive may be removed from the patient list. Please help us to help you. Thank you.

FEEDBACK FROM YOU

Each year we run an Improving Practice Questionnaire. We have scored very highly compared to some other practices, but as always there are some things that we could do better and we strive for perfection (if that's possible).

It would be nice to know (particularly from any new patients) how you rate us and we would welcome any constructive comments you may have. These can be recorded in the Comments and Suggestions section of our website, Suggestion book which is held at the main reception desks or by writing to us at the surgery. Finally, we have an e-mail address for you so you can write to us about any of the above points or if you wish to send us your repeat prescription in this way you can. Any correspondence will always be acknowledged by us. E-mail us at: cheritonbishopsurgery@nhs.net

MEDICAL EQUIPMENT FUND

The Medical Equipment Fund was set up to hold generous donations made by our patients and over the years it has enabled us to purchase valuable equipment. We continue to be most grateful for this much needed financial support and for further information please contact Dr Clunie, Dr Hayter or our Practice Manager Julia Mercer.

COMMUNITY NURSES

The community nursing team will visit patients confined to their own homes who need nursing assistance. Please contact them on the number above.

HEALTH VISITOR
TEL: 01647 24272

Christine Bradley gives support to families and advises on health care especially to expectant mothers, small children and the elderly and hand-icapped. She often visits in the home and also runs various clinics at the surgery or local halls.

PHYSIOTHERAPY
TEL: 01647 24272

Nicholas Blade provides Physiotherapy services to our patients. Referral is made through the Doctors.