

# TREVELYAN HOUSE SURGERY

Practice Booklet



# Welcome to Trevelyan House Surgery

Trevelyan House opened in September 2013 after the merger of Trevelyan Road Surgery (run by Grafton Medical Partners) and Waterfall House Surgery.

We are part of the Grafton 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.trevelyanhousesurgery.nhs.uk](http://www.trevelyanhousesurgery.nhs.uk).

## Our Mission Statement:

Committed to High Quality Care



## Opening Hours

Monday - Thursday: 08:00 - 20:00

Friday: 08:00 - 18:30

Saturday: 09:00 - 17:00      By appointment only

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

## Call Us

020 3883 5700

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

Phone lines are closed on Saturday and Sunday.

## Website

[www.trevelyanhousesurgery.nhs.uk](http://www.trevelyanhousesurgery.nhs.uk)

## Email

[swlicb.trevelyanhousesurgery@nhs.net](mailto:swlicb.trevelyanhousesurgery@nhs.net)



**160 Tooting High Street  
Tooting, London  
SW17 0RT**

Trevelyan House Surgery is a 5-minute walk from Tooting Broadway 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 Penelope Smith MRCGP (Senior Partner)
- Dr Azhar Ala MRCGP
- Dr Alain Popov MRCGP
- Dr Mersedeh Abiri MRCGP
- Dr Roushan Ara MRCGP
- Dr Neil Bhadresha MRCGP
- Dr Melloney Johns MRCGP
- Dr Sophia Khan MRCGP
- Dr Katie Jackson MRCGP
- Dr Abbey Cargill MRCGP
- Dr Vidath Premaratne MRCGP
- Dr Shafaat Bari MRCGP
- Dr Anisha Kutty MRCGP
- Dr Stefan Momcilovic MRCGP
- Dr Katherine Malabanan MRCGP
- Dr Shona Biggart MRCGP
- Dr Savita Ghattaora MRCGP
- Dr Bethan Blair MRCGP
- Dr Bridget Luo MRCGP

### Advanced Nurse Practitioner

Alexandra Redpath – Advanced Nurse Practitioner  
RGN RSCN PGCE

Trevelyan House 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

- Beverley Kettle - Practice Nurse
- Sarah Macquire - Practice Nurse
- Lucy Mancini - Practice Nurse
- Belinda Uduoborie - Practice Nurse
- Jo Ashby - Health Care Assistant
- Jolanta Misztal - Health Care Assistant
- Carol Burton - Health Care Assistant
- Hemlata Rajta - Phlebotomist/Health Care Assistant

### Paramedic

Miss Jenny Clout PGDip in Advanced Practice

### In-House Pharmacists

- James Hammell MRPharmS(Hons) (IPresc)
- Maeve Mckenny MPharm (IPresc)
- Safiyah Panju MPharm (IPresc)
- Sara Aaga MPharm

### Social Prescriber

Wioletta Tomialojc

### Counsellor

Aysha Janali (Primary Care Plus)

We also have a PCN Assistant Psychologist working with us to support patients aged over 18 with longstanding anxiety, depression and addiction issues.

### First Contact Practitioner (Physiotherapy)

This service is provided on-site by Surrey Physio.

## Administration and Reception

- Moira McCallum – Operations Manager
- Mariam Gharda - Deputy Operations Manager
- George Newton - Administration Lead
- Eileen Harkin – Reception Manager

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 [swlicb.trevelyanhousesurgery@nhs.net](mailto:swlicb.trevelyanhousesurgery@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 Thursday, and 08:00 to 18:30 on Fridays. Saturday Surgeries are held from 09:00 to 17:00 by appointment only. The Surgery is not open to walk-in support after 13:00 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 3883 5700 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 3883 5700 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

Trevelyan House 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

Wandsworth's Out of Hours service does not offer walk-in appointments.

Access to the service is, instead, via the national NHS 111 call line. Calls to NHS 111 are free from mobile phones and landlines and the service can be accessed 24 hours a day, 365 days a year by dialing 1-1-1.

The team will assess your condition with a telephone consultation and, if it is clinically appropriate, they will refer your case to the out-of-hours service. This will result in either a face-to-face appointment to attend a primary care centre to see a Doctor or a home visit from one of our Doctors.



## The Nursing Team

Our Advanced Nurse Practitioners offer appointments booked on the day for a range of minor illnesses, e.g. urinary and chest infections, and sore throats. They can prescribe medication. Please consider booking an appointment with them rather than the Doctor.

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.

Our Health Care Assistants provide NHS Health Checks and New Patient Checks as well as dressings, stitch removal and phlebotomy (blood taking) services.

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.

## 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 Prescriber attached to our surgery is Wioletta Tomialojc.

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.

## Paramedics

Paramedics are an important part of our team and can help with producing care plans and carrying out home visits for those who are unable to come to the surgery.



## 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 St George's Hospital. You are encouraged to discuss your choice of birth and hospital with your Doctor.

It is now possible to self-refer for antenatal care at St George's Hospital using the self-referral form on their website ([www.stgeorges.nhs.uk/pregnancy-referral-form](http://www.stgeorges.nhs.uk/pregnancy-referral-form)) or by calling 020 8725 1710.

## Health Visitor and Baby Clinics

For advice on current services and available clinics please contact them directly on 0330 058 1679. We also recommend downloading our 'New Parent's Guide' which can be found on our website.

## 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](http://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 the **Patrick Doody Clinic**, located at 79 Pelham Road, Wimbledon SW19 1NX. South West London also offers another clinic known as **Falcon Road**, located at 160 Falcon Road, Wandsworth SW11 2LN.

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

Visit [shswl.nhs.uk](https://shswl.nhs.uk) or call **0333 300 2100** to book an appointment or to find the opening times of your local clinic. Register online for a free STI home testing kit: [www.shl.uk](https://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 advice 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 3883 5700.

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 Care Coordinator Team on 020 3883 5700. We encourage you to have an annual health check and flu vaccination.

**Carers UK** is a valuable source of information, visit [www.carersuk.org](https://www.carersuk.org). More local support is available via the **Wandsworth Carers' Centre**. For more information, visit <https://carerswandsworth.org.uk/> or call 020 8877 1200.

## Insurance/ Medical Reports

Please contact our Insurance Report Coordinator Jemma Hall on 020 3883 5713 to discuss any insurance / medical report requests. If you are unable to reach Jemma Hall, please leave a message with Reception and a member of the team will call you back as soon as possible.

## 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.

## Chaperones

Trevelyan House 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.

## Low Mood Service (Counselling at the practice)

The Low Mood Service is there for you to discuss your concerns so we can decide upon the best course of action for you. We may look at some psychological techniques, websites or reading which may be of help or consider counselling services/group sessions. The other option may be medication, depending on how debilitating your feelings may be.

If you would like to meet one of our counsellors, you can book directly through our Reception Team, either after or instead of speaking to a Doctor first.



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.

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](http://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](http://www.kooth.com) to join.

**Wandsworth Talking Therapies (IAPT)** is a free service that can help if you are experiencing anxiety, stress, depression, bereavement or loss, sleep difficulties, anger issues, obsessive-compulsive disorder, phobias, eating disorders and many other everyday problems. Call **0203 513 6264** or visit [www.swlstg.nhs.uk/wandsworth-talking-therapies](http://www.swlstg.nhs.uk/wandsworth-talking-therapies).

**Togetherall** is an online 24/7 community and anonymous, peer-to-peer platform supporting a range of mental well-being issues. It provides self-help programmes, creative outlets and a library of articles to help improve your wellbeing. This service is available free of charge if you are a Wandsworth resident. Visit [www.togetherall.com/en-gb/](http://www.togetherall.com/en-gb/) to join.

**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](http://www.thesilverline.org.uk).

The **Wandsworth Wellbeing Hub** is a free and impartial NHS service which aims to help patients and the public find organisations and services to support their health and wellbeing needs. Call **0203 880 0366** or visit [www.southwestlondon.icb.nhs.uk/find-nhs-services/mental-health/wandsworth/wandsworth-wellbeing-hub/](http://www.southwestlondon.icb.nhs.uk/find-nhs-services/mental-health/wandsworth/wandsworth-wellbeing-hub/).

## 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.



## Patient Participation Group

There is a Patient Participation Group for our group of surgeries in Tooting. We want to make sure that the views of all our patients are heard.

The group meets regularly and welcomes anyone who would be interested in joining. Our Patient Participation Groups are run by patients, for patients. If you are interested in joining our group when a vacancy arises, please let us know by filling in the participation form, which you can find on our website.

### The aims of the group are to:

- Benefit all patients by discussing the delivery of health care services in the surgery and the local NHS
- Enable all patients to take an active interest in their health through health promotion services and information
- Provide a channel of communication between medical and support staff based at the surgery and their patients, thus allowing patients to have their voices heard.

## Complaints Policy

We recognise that problems may arise about the services we provide.

Should you wish to make a formal complaint, please do so in writing as soon as possible after the event. Complaints are normally accepted within 12 months of the incident occurring, or within 12 months of the matter coming to your attention.

In doing so, we give you the following undertakings:

- We will acknowledge your complaint and investigate it thoroughly.
- Where appropriate, we will speak to those involved to establish what happened and identify any learning.
- We will handle your complaint in the strictest confidence, keeping any complaint records separate from the patient's medical record

If you are making a complaint on behalf of another person, we will normally require the patient's written consent.

All complaints are taken seriously, and we will endeavour to resolve matters as fairly and promptly as possible.

You can make a complaint by emailing the Operations Manager at [swlicb.trevelyanhousesurgery@nhs.net](mailto:swlicb.trevelyanhousesurgery@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**

**St George's Hospital** 020 8672 1255

**St Helier Hospital** 020 8296 2000

**Kingston Hospital** 020 8546 7711

**Queen Mary's Hospital (minor injuries)** 020 8725 0120

The nearest hospital to Trevelyan House Surgery is St George's Hospital, Blackshaw Road, Tooting SW17 0QT.

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.trevelyanhousesurgery.nhs.uk](http://www.trevelyanhousesurgery.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.

**Wandsworth Council** 020 8871 6000

**Adult Social Services (Wandsworth)** 020 8871 7707

**Children's Social Services (Wandsworth)** 020 8871 7899

**Primary Care Support Services** 0333 014 2884

**Coral Mental Health Crisis Hub (Springfield Hospital)**  
0800 028 8000

**Samaritans** 116 123

**Wandsworth Bereavement Services** 020 7223 3178

**Cruse Bereavement Services** 0808 808 1677

**Citizens Advice Bureau (Wandsworth)** 0808 278 7833

**Victim Support (South London)** 0808 168 9291

**Carers UK** 0808 808 7777

**Wandsworth Community Drug and Alcohol Service (WCDAS)** 020 8812 4120

**Trevelyan House Surgery is part of Grafton Medical Partners.**  
Our other surgeries:

Macmillan Way Surgery 103 Macmillan Way, London SW17 6AT  
020 3883 5800, [www.macmillanwaysurgery.nhs.uk](http://www.macmillanwaysurgery.nhs.uk)

Upper Tooting Surgery 219 Upper Tooting Road, London SW17 7TG  
020 3883 5600, [www.uppertootingsurgery.nhs.uk](http://www.uppertootingsurgery.nhs.uk)

Grafton Square Surgery 8B Grafton Square, London SW4 0DE  
020 7622 5642, [www.graftonsquaresurgery.nhs.uk](http://www.graftonsquaresurgery.nhs.uk)