



Park Practice
Eastbourne

Registered GP (please circle): **Dr M Writer**
Dr D Price
Dr J Romain

Dr D Thomas
Dr R D'Abbraccio
Dr N Dorling

Dr N Harvey
Dr R Stevens
Dr C McCready

For continuity of care it is preferable to always try and see your registered Doctor.

PARK PRACTICE SURGERY PRACTICE LEAFLET

**Park Practice
Eastbourne Park Primary Care Centre
9 Broadwater Way
Eastbourne
East Sussex
BN22 9PQ**

Tel: 01323 502200

www.parkpractice.co.uk

Opening Hours

Monday	08:30 – 20:00
Tuesday	08:30 – 18:00
Wednesday	08:30 – 20:00
Thursday	08:30 – 18:00
Friday	08:30 – 18:00

NB. Some Nurse appointments are scheduled from 8:00am – patients check in via automated screen.

Telephone

Monday to Friday 08:30 – 18:00

Welcome to Park Practice

We are a well-established GP practice providing primary healthcare in Eastbourne to around 11,500 patients. This document tells about our practice team, the services that we offer and contains useful information about the surgery. We hope you find it helpful!

We issue a regular newsletter to keep patients up to date with practice news. This is available in reception, by email and our website www.parkpractice.co.uk

The practice website gives patients access to a wide range of information about the surgery, together with news, copies of leaflets, links to our useful websites and much more. Patients can also order repeat prescriptions and make pre-bookable appointments. See "How to see a Doctor" for more information.

How to Register with our Practice

You can visit the surgery and collect a registration form from reception or you can access a copy on our website: www.parkpractice.co.uk

Practice Boundary

Please see our website for our practice boundary or ask at Reception.

English: Please see our website: www.parkpractice.co.uk for translation into another language.



Polish: Proszę zobaczyć nasz serwis internetowy: www.parkpractice.co.uk przetłumaczenia na inny język.

Italian: Si prega di consultare il nostro website: www.parkpractice.co.uk per la traduzione in un'altra lingua.

Arabic: أخرى لغة إلى للترجمة لدينا website: www.parkpractice.co.uk للاطلاع يرجى.

Albanian: Ju lutem shikoni tonë website: www.parkpractice.co.uk për përkthim në një gjuhë tjetër.

Bosnian: Molimo pogledajte naš website: www.parkpractice.co.uk za prevođenje na drugi jezik.

Slovenian: Oglejte si našo website: www.parkpractice.co.uk za prevod v drug jezik.

Spanish: Por favor, vea nuestra wesbite: www.parkpractice.co.uk para la traducción a otro idioma.

Romanian: Vă rugăm să consultați wesbite nostru: www.parkpractice.co.uk pentru traducere într-o altă limbă.

Punjabi: ਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ www.parkpractice.co.uk : ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ ਸ਼ੁੱਠਸ਼ੁੱਠ wesbite ਸ਼ੁੱਠਸ਼ੁੱਠ.

Preference for Practitioner

All patients are allocated a named accountable GP. This Doctor is responsible for patient's overall care at the Practice. Please contact the Practice if you do not know who this GP is. Patients have a right to express a preference of Practitioner and whilst the Practice will endeavour to comply, it might not always be possible. If this were to be the case, an explanation would be offered.

Surgery Hours

Park Practice reception staff are available between 8:30am and 6:00pm (7.45pm on Mondays and Wednesdays) to make your appointment. The Doctors' and Nurses' individual surgery hours do vary.

We offer **extended opening hours** for pre-booked appointments. These are available on Monday and Wednesday evenings 6:00pm to 7:45pm. You will not be seen without an appointment.

The Doctors

Partners

Dr Martin Writer (male). GMC number: 3546514

Dr Writer qualified from St Bartholomew's Hospital in London, in 1991. He completed his General Practice training in Somerset and worked in Australia, before coming to work in Eastbourne at Park Practice in 1997.

Qualifications: MB BS MRCP CDH DRCOG DFFP

Dr David Thomas (male). GMC number: 4520364

Dr Thomas trained at Southampton Medical School and Eastbourne District General Hospital, and joined Park Practice on completion of his GP Training in 2003.

Qualifications: MB BS MRCP

Dr Nicholas Harvey (male). GMC number: 6074227

Dr Harvey was born and bred on the island of Guernsey and left to go to Medical School in Southampton, qualifying in 2003. He joined Park Practice in 2011.

Qualifications: BM MRCS DRCOG MRCP PGCE PGDip

Dr David Price (male). GMC number: 7039878

Dr Price trained in Sheffield and qualified in 2009. He joined us at Park Practice in 2014.

Qualifications: MB CHB MRCP BSc

Dr Ric D'Abbraccio (male). GMC number: 6028087

Dr D'Abbraccio trained at St George's Hospital Medical School, qualifying in 2001. He undertook his GP training in Eastbourne before becoming a Partner at Park Practice in 2015.

Qualifications: MBBS MRCP DFFP

Dr Jemma Romain (female). GMC number: 6100529

Dr Romain studied medicine in Southampton and trained in Brighton before qualifying in 2004. She joined Park Practice in 2011 as a Part Time Associate Doctor and became a Partner in April 2018.

Qualifications: BM DRCOG MRCP DFFP

Dr Rachel Stevens (female). GMC number: 6027853

Dr Stevens qualified from St George's Hospital Medical School, London in 2001 and came to Eastbourne to train as a GP. She joined Park Practice as a Part Time Associate Doctor in 2015 and became a Partner in June 2018.

Qualifications: MBBS MRCP DRCOG

Salaried GPs

Dr Nicola Dorling (female). GMC number: 6063708

Dr Dorling was born and brought up in Eastbourne. She graduated from Southampton Medical School in 2002, and qualified as a GP in 2007. Dr Dorling is a part-time Associate Doctor.

Qualifications: BM BSc MRCP

Dr Claire McCready (female). GMC number: 4046259

Dr McCready trained in Eastbourne in the mid-1990s, and then spent nearly 15 years working as a civilian doctor for the RAF at the Defence Medical Rehabilitation Centre, Headley Court, Surrey and then at various bases in Lincolnshire. Dr McCready moved back to Eastbourne in 2015 to be nearer family. She has special interests in musculoskeletal and sports medicine, Veterans' healthcare and Aviation Medicine. Dr McCready is a part-time Associate Doctor.

Qualifications: MBBS, BSc(Hons), MRCP, DRCOG, DipSTI, DipAvMed.

Doctors Surgery Times

	Mon	Tue	Wed	Thu	Fri
Dr Writer					
AM	Yes	Yes		Yes	
PM	Yes	Yes		Yes	
Dr Thomas					
AM	Yes		Yes		Yes
PM	Yes		Yes		Yes

Dr Harvey					
AM	Yes	Yes			
PM	Yes	Yes			
Dr Price					
AM	Yes		Yes		Yes
PM	Yes		Yes		Yes
Dr D'Abbraccio					
AM	Yes	Yes	Yes	Yes	
PM	Yes	Yes	Yes	Yes	
Dr Romain					
AM				Yes	Yes
PM				Yes	Yes
Dr Stevens					
AM				Yes	Yes
PM				Yes	Yes
Dr Dorling					
AM	Yes		Yes	Yes	
PM	Yes		Yes	Yes	
Dr McCready					
AM		Yes			Yes
PM		Yes			Yes

These may change at short notice due to training courses, holidays etc.

Advanced Nurse Practitioner

Liam (male). Liam specialises in long term conditions, Chronic Disease Management, such as Diabetes, Asthma, COPD and Heart Failure and Care of the Elderly. Qualifications: RN. BA hons Advanced Nurse Practitioner P.G. Dip

Nurse Practitioner

Jess (female). Jess worked on a general surgical ward for 2.5 years post-qualification and then moved into a community nurse role for 1 year. Worked as a practice nurse for the past 7 years; currently completing the second year of a Nurse Practitioner degree (which includes modules on the physical assessment of adults, independent non-medical prescribing and respiratory care). Jess joined the practice in March 2017.

Niki (female). See under Practice Nurses.

Practice Employed Pharmacy team

Amy (female) – Pharmacy Technician

Practice Employed Paramedic

Dave (male) - Date of registration – 2013

Kerin (female) – Date of registration - 2001

Practice Employed Nursing Staff

Practice Nurses

Niki (female). Niki qualified from St Bartholomew's Hospital, London in 1990 and gained a BSc (hons) in Nursing Studies in 1998. She spent time working in London and Oxford before moving to Eastbourne to work for ten years in the urology department at the District General Hospital. Niki joined Park Practice in 2002 and is our Senior Practice Nurse, as well as a Nurse Prescriber.

Jane (female). Jane qualified as a nurse in 1982 and joined the practice in February 2017.

Karen (female). Karen began working in General Practice as an HCA in 1992. She qualified as a nurse in 2008 and started working at Park Practice in September 2018.

Becky (female). Rebecca qualified as a registered nurse in February 2014. Since then, Rebecca has worked as a community nurse and has been the Wound Lead working closely with Tissue Viability since July 2014.

Assistant Practitioner

Lisa (female). Lisa has worked at Park Practice for 10 years. She has a foundation degree in Health and Social Care Practice.

Healthcare Assistant

Vicki (female). Vicki joined Park Practice in February 2012 having previously worked for the District Nursing Team. She has gained a Level 3 in Health and Social Care.

Katie (female). Katie joined Park Practice in 2015, initially in an administrative role, but she has since trained to do phlebotomy, blood pressures and health checks.

Practice Manager and other Managers

Kelly Flynn is the Practice Manager, Natalie is the Deputy Practice Manager and Sue is the Patient Services Manager. They can help you with any administrative or non-medical aspects of the Practice.

Receptionists

Our Receptionists are here to help you. They have a difficult job to do with phone calls and enquiries from every direction. When telephoning for medical attention the Receptionist may ask for a few details. They have been trained to make these enquiries so that we can help you in the most appropriate and efficient way.

Trainees

We are an NHS Training Practice. This means that we have a GP Registrar working with the Doctors for approximately 12 months as part of their specialist training. If you are given an appointment with our Registrar you will be notified when you make the appointment.

At the present time we have Dr Raines and Dr Yahaya with us until August 2020.

We will also occasionally host other Junior Doctors and Paramedical staff as part of their training.

How to see a Doctor / Nurse or obtain medical advice

When you call the surgery for an appointment, query or problem our Receptionists will usually book a telephone triage appointment with the Doctor, she will ask for a brief summary and telephone number to contact you and you will be advised that a GP should usually call you back as soon as possible, but usually within an hour or two or at a time to suit yourself. If your problem can't be resolved on the phone then the GP will book a face to face appointment for you to attend that day.

If you need a Practice Nurse appointment then this can be booked in advance in the usual way.

In certain circumstances the Receptionist will be able to pre-book an appointment without the need for a prior telephone consultation with a Clinician.

Further Information about Appointments

Usual appointment times are 10 minutes. At the discretion of the GP a longer appointment time may be allowed.

If more than one family member needs to be seen, each patient must be allocated a separate appointment.

Please let us know if you would like a member of the Practice Team to accompany you during your consultation, or if you wish to be accompanied to the consultation by a friend / family member; this is perfectly acceptable to us, provided you are happy regarding confidentiality.

Home Visits

If you need a Clinician to visit you at home then you should ring the Receptionist before 10:30am unless urgent. **Home visits are for patients who are either too ill to**

come to the surgery or are housebound. On receiving the request, the Doctor may ring you to decide if a home visit is necessary. **Transport issues are not a reason for requesting a home visit.**

Walk-In-Centre

Regardless of where you are registered, you can see a Doctor or Nurse at the NHS Walk-In-Centre at **Eastbourne Railway Station Health Centre**. This is open 8:00am to 8:00pm, 7 days a week including bank holidays. Ideally you should be seen at our surgery, but when we are closed or at weekends, the Walk-In-Surgery is available for all patients of local Practices and visitors. You don't have to register – just walk in or telephone **01323 726650** for an appointment.

Out of Hours (Telephone 111)

If we are closed you need to ring 111. This free NHS telephone service is available 24 hours a day, 7 days a week for when you need access to healthcare but it is not a life-threatening situation. The staff will ask you questions to assess your symptoms and then give you the advice you need, or direct you straightaway to the local service that can help you.

Emergencies – Hospital Accident and Emergency or dial 999

Available 24 hours a day. For genuine emergencies, such as choking, chest pain, heavy blood loss, stroke, serious injury, fits or unconsciousness or where delay would cause further harm, you should go to A&E or call an ambulance by dialling 999.

Repeat Prescriptions

Patients on regular medication will require repeat prescriptions. Prescriptions are computerised; your Doctor will have entered onto the computer what medication you are taking and each time a new prescription is written by the computer a new request form is also generated for you to make your next request. Requests for repeat prescriptions are **NOT** taken over the telephone. This is for legal reasons as errors can occur in verbal communication.

Please sign up for the NHS App via your smartphone to order your medication or see the Prescriptions tab on www.parkpractice.co.uk for your other ordering options.

Please note that the prescription phone line is open between the hours of 09.30 and 12.00pm, then again between 3pm and 5.30pm.

1. If at all possible please allow four working days (**96 hours, excluding weekends and bank holidays**) for your prescription to be processed.
2. If you have more than one repeat prescription, please try and order all your items together.
3. Please indicate clearly which items you require, preferably by placing a "Tick" against these items, and crossing through those not required. If there are items on the Repeat List which you no longer require at all please ask us to remove them from the list.
4. Clearly indicate where you would like the prescription form sent on the "Repeat Prescription Form".

We can send your prescription directly to a nominated chemist (a list is available from reception), or we can send the prescription directly to your home address. However, remember to enclose a stamped addressed envelope for this service. You can collect your prescription from the surgery.

Most chemists operate a delivery service for medication. Please talk to your preferred chemist about this.

Prescription Charges

People in the following categories are automatically exempt from prescription charges:-

- Children under 16 or 19 and in full-time education;
- People over 60 years of age;
- Pregnant women;
- Women who have had a baby in the last 12 months;
- People receiving certain benefits, and;
- People with certain specific medical conditions.

Prescription Pre-Payment Certificate

It is sometimes worthwhile to buy a pre-payment of prescription charges. As of April 2020 a prescription charge is £9.15 per item and a pre-payment prescription certificate is £29.65 for three months and £105.90 for one year. This means that when using a certificate, once 13 items have been dispensed the ticket has paid for itself. £105.90 may sound a lot, but it works out at just over £2 per week for all your prescriptions. Compared to the actual cost of medication this presents excellent value. The telephone number for more information is - 0300 330 1341.

Online Access

Park Practice also offers access to health records online – basic access (booking appointments, ordering medications and viewing allergies) and also detailed record access (immunisations, allergies, coded medical conditions, consultations dates and blood test results).

If you would like to register for this service, please sign up on the NHS APP (requires a smartphone), or use your computer to register on: www.nhsapp.service.nhs.uk/login

Other providers: <https://www.nhs.uk/using-the-nhs/nhs-services/gps/gp-online-services/>

Services Available

The Practice provides the following services:-

Health Care Assistant

- Blood pressure checks
- Blood tests

- ECGs
- Pre-bookable appointments
- 24 hour blood pressure/ECG
- Health check
- Wound care
- Suture removal
- Spirometry / Asthma checks
- Pulse checks
- Minor injury
- Health / Wellbeing clinic
- Ear irrigation

Nurses

- Minor injury
- Diabetes (including insulin initiation)
- Cardiovascular Risk Assessment
- Travel advice and vaccinations
- Family planning / contraception
- Pre-bookable appointments
- Health and Wellbeing clinic (well man/women check)
- Sexual health
- Ear irrigation
- Heart disease
- Respiratory clinics (Asthma, COPD and lung function testing)
- Baby immunisations
- Diet and healthy living advice
- Cervical smears
- Ring pessaries
- New patient checks

Doctors

- Post-natal checks
- Minor surgery
- Joint injections

Information Services

- Suggestions and complaints procedure
- Test results by phone (see more information about test results below)
- Surgery newsletter
- Practice Booklet
- On-line repeat prescription service, appointments and summary records
- Patient participation group

Sickness Certificates

You do not require a Doctor's sickness certificate for any illness lasting 7 days or less. Your employer may, however, require you to complete a self-certification form (SC1) which is available from your employer. For any illness lasting longer than 7 days you may need to see a Doctor to issue a sickness certificate (med 3) and for any subsequent renewal of certificates.

Test Results

It is your responsibility to contact us for your results.

Please call after 2:15pm and before 5:30pm to enquire about your test results as our reception staff are unable to provide results at any other time.

The Practice has a strict policy regarding confidentiality and data protection and we will only release test results to the person to whom they relate unless that person has given prior written consent for the release of this data, they are not capable of understanding the results or the patient is under 16, in which case it is the responsibility of the parent.

When you have your test you will be told how long it will be before the results are returned to the Practice. For most standard urine and blood tests, the results are normally back in 3 working days. Stool tests take approximately 4-5 days and x-rays take 14 days.

Fasting Blood Tests

If you have been asked to fast for your blood test, you need to follow the instructions below:-

For Fasting Blood Sugar Tests do not eat or drink anything for 14 hours from the night before the blood test (you can drink water and take your usual medication).

For Fasting Cholesterol Test do not eat or drink anything for 14 hours from the night before the blood test (you can drink water and take your usual medication).

Health Checks

This check is to assess your risk of developing heart disease, type 2 diabetes, kidney disease and stroke. If you are between the age of 40 and 74 you can book an appointment with our nurse team for this check.

Nursing Staff (not employed by the Practice)

Community Nurses

For advice please telephone 01323 432520 between 8:30am – 5:00pm Monday to Friday.

Health Visitors and School Nurses

The Health Visiting Service is staffed by registered Nurses who have further specialist training, particularly relating to expectant mothers and school age children. Services include development assessments, child health clinics, counselling and health education. You can contact them on 01323 432300.

Community Midwives

Are available to provide health care, advice and support regarding pregnancy, birth and care of the mother and baby within the family home. They hold weekly antenatal clinics and can be contacted on 01323 514366.

Medical Examinations and non-NHS Charges

Non-NHS Charges

The Doctors carry out a range of medical examinations including HGV, PSV, fitness to drive, travel and insurance examinations. Full details and charges are available on our website and from our reception.

Other non-NHS Charges

Private Health forms (BUPA, etc.) and private certificates. Please see reception for charges.

Important Information

Change of Address

If you change your address or telephone number, please notify the surgery in writing, via email: admin.parkpractice@nhs.net or come into the surgery and fill out a change of address form at reception as soon as possible, so that we can ensure that our records are accurate.

Change of Name

If you change your name you will need to come into the surgery and fill out a change of name form at reception as soon as possible. Please note that we will need to see evidence of a change of name in the form of a marriage certificate/deed poll etc.

Carers

There is an organisation called Care for Carers who are able to offer support and advice. Their telephone number is 01323 738390.

Smoking

The surgery operates a No Smoking policy and this also includes the use of all e-cigarettes.

Food and Drink

Only water is permitted on the premises.

Mobile Telephones

Please be considerate to other patients and limit mobile phone calls.

Accessible Information and other Needs

(staff note - website to be updated if this section is reviewed)

Disabled Access

Park Practice has good access to the ground floor. There is designated parking for disabled patients at the front of the surgery.

Making Appointments

Please let us know if you require alternative ways of making an appointment with us or accessing any other service that we offer.

Interpreting / Translation / Bilingual Advocacy and Support Services /Interpreting Services for People with hearing impairment and Transcription services for people with vision impairment:

If you need help to access our services please ask for help at reception and we can arrange this for you. (Staff – G drive, Park Practice Forms, 'translation folder')

Hearing Loop

This equipment is available at our surgery on the front reception.

Letters and leaflets

We can print off letters and leaflets in extra-large print. Please ask reception for assistance if you would like this.

Intimate Examination / Chaperones

We have a Practice policy on chaperones available on our website (www.parkpractice@nhs.net). You are entitled to arrange or ask for a chaperone to be present during intimate examinations. Please ask at reception or during your consultation.

General Information

Patient Participation Group (PPG)

The Practice has a volunteer group which meet regularly with the Practice Manager and GP Representative. The members are your representatives and they help to influence the way local health care is organised and delivered. We aim to have a good mix of male / female, ages and from different backgrounds.

If you are interested in joining our group please inform reception.

Data Protection Act

The General Data Protection Regulation (GDPR) is a new law that determines how your personal data is processed and kept safe, and the legal rights that you have in relation to your own data. The regulation applies from 25th May 2018 and will apply even after the UK leaves the EU. Our Privacy Notices are available for you to read on our website - www.parkpractice.co.uk - and in our waiting room (the folder is located on the left hand side of our reception desk).

You have a right of access to your records. For further information regarding accessing your medical records, please contact Reception or view our website under the `GDPR` tab on the right hand side. If it is in relation to another organisation, please contact them direct; i.e. hospital, community team or Social Services.

Confidentiality

All records on file or on the computer are strictly confidential. They will not be disclosed to anyone, unless we have written permission to do so, except in exceptional circumstances. Please be aware that if you allow someone to accompany you into a consultation, your paper / computer medical records may be seen / disclosed. Everyone working with your information has a legal duty of confidentiality. Our guiding principle is that we are holding your records in strict confidence. Anyone who receives information from us is also under a legal duty of confidentiality.

Consent

We obtain your verbal or written consent for many procedures. Consent is required from the parents or person responsible for a child for vaccination of children.

Equality and Diversity and our Responsibility to You

No patient shall receive less favourable treatment or consideration on the ground of age, colour, culture, disability, ethnic or national origin, gender, lifestyle, marital or parental status, race, religion or beliefs, sex, sexual orientation, social or economic status.

All patients will be treated with respect, kindness and dignity, irrespective of ethnic origin, religion, cultural beliefs, sex or age.

Your Responsibility to Us

We ask that you treat the practice staff with the same courtesy and respect. We would also ask that you contact the surgery at the earliest opportunity should you need to cancel or change an appointment.

Freedom of Information Act

The Freedom of Information Act became law on the 30th November 2000. Park Practice conforms to the requirements of the Act and has produced a publication scheme in accordance with the Act. A copy of the Act is available on the Freedom of Information website: www.foi.nhs.uk

Contacting You

We may need to contact you by post or telephone. Sometimes we may leave a message on your answerphone for you to contact us. If you have any objections to the above then please let us know.

Abusive or Violent Behaviour

This Practice has a zero tolerance policy with regards to abusive or violent behaviour. The definition of violence: "Any incident where a GP or their staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well-being or health". If an incident occurs the practice will telephone the Police and that patient may be removed from the Practice list.

CCTV

Closed circuit television (CCTV) is installed at the practice premises for the purpose of staff, patient and premises security. Park Practice are the Data Controllers in accordance with Data Protection Legislation. Any enquiries can be made to the practice on 01323 502200 Monday to Friday, 08.30 – 18.00.

Clinical Commissioning Group (CCG)

For details of primary medical services in the area please contact:-
Eastbourne, Hailsham & Seaford CCG, 36 – 38 Friar Walk, Lewes, East Sussex, BN7 2PB.
Telephone 01273 485300.

Living Will

Please advise us in advance if you have a living will so that we are aware of your wishes with regard to treatment.

Complaints and Suggestions

Suggestions as to how we can improve our patient services are most welcome. You can see reception for a complaints procedure, post a suggestion in our suggestions box located in reception, fill in our "Friends and Family" questionnaire available at our reception counter, comment about our services on our website www.parkpractice.co.uk, write a letter to the Practice Manager or ask for an appointment with the Practice Manager.

PALS (Patient Advice and Liaison)

PALS is a free, independent and confidential service for anyone who would like information and help, or who may have a concern about the care provided by the Practice. Telephone 0300 1000 891.

Please note that all telephone calls are recorded for training and quality purposes.