

# St Peter's Medical Centre

NEWSLETTER 



Wishing our patients a peaceful Christmas and our very best wishes for 2017!

## Tips for a stress-free holiday period

- Keep a well-stocked medicine cupboard to include pain-relief, cough and cold remedies, antiseptic creams and plasters.
- Know the opening times of pharmacies that are open during the holiday period
- Keep your alcohol consumption within safe limits and DO NOT DRIVE.
- Store local taxi numbers in your phone
- Try to keep up with eating 5 portions of fruit and veg.
- Take time out for yourself and relax when you can.
- Go for a walk or do some other forms of exercise - every little bit counts.
- Remember that some people may feel low, lonely or isolated - reach out to them.
- Do something that makes you happy
- HAVE FUN!



## When we are closed:

**We will be closed from 6.00 pm on Friday 23 December UNTIL 8.30 am on Wednesday 28 December**

**AND**

**From 6.00 pm on Friday 30 December until 8.30 am on Tuesday 3 January.**

If you need urgent help that will not wait until we reopen on Wednesday 28 February, phone 111.

There is advice on minor ailments on our website:

<http://www.stpetersmedicalcentre.co.uk> or NHS Choices [www.nhs.uk](http://www.nhs.uk)

Remember your local Pharmacy:  
Ashtons Pharmacy, 98 Dyke Road,  
Hove Westons Pharmacy, Coombe Terrace, Lewes Road

**Both are open on Christmas Day & Boxing Day - 25<sup>th</sup> & 26<sup>th</sup> December.**

# Staff News

Welcome back to Dr Lindsay Vallance and Afronia, one of our medical secretaries who have both returned after their maternity leave. Good to see them back.

**A big welcome to:**

## **Jane Black, Nurse Practitioner**

Jane joined us in August have moved from an inner-city practice in London. Jane's special interests include sexual health and contraception, the health of health professionals, substance misuse and mental health. Jane is also a prescriber.

## **Khalid Ahmed, GP**

Khalid joined the team in December, having recently married and moved from London. Prior to joining us, he was working as a locum in London. He has special interests in joint injections and dermatology. He works here for 7 sessions a week.

## **Jacky Bannerman, Clinical Pharmacist**

Jacky started in June, previously having worked as a community pharmacist. Jane enjoys helping patients get the most out of their medication and answering any questions they may have. She is reviewing patients' medication, advising patients on their medication, liaising with prescribers to ensure the safe prescribing of medication and review our protocols.

## **Carol Witney, Business Manager**

Carol joined the team in June having worked in many other practices. She has 20 years' experience of primary care management and is responsible for the business side of the practice.

## **Ruby, Medical Secretary**

Ruby joined us in the summer, having been an apprentice at a GP practice in Shoreham. We are very pleased to have her on the team

## **Georgie, Receptionist**

Georgie started work with us at the end of November. She has previous customer service experience from working in a café and is a member of band, singing, playing keyboards and guitar.

Last but not least, **Dr Xavier Nalletamby**, who left in October but is returning in February as a Salaried GP for 4 sessions a week after having travelled in New

# New Patients

Zealand and Europe.

We are always very happy to accept new patients and our Practice list remains open. Please tell your friends and family that they can come and register with us between 8.30 am - 1pm & 2pm -6pm each weekday.

## Results line

If you require test results, please phone us between 11 am - 1 pm & 2 - 6pm. Phone 01273 606006, press Option 3.

## New Service

Sheryl, our Healthcare Assistant, is now providing a **Stop Smoking Service**. You can book an appointment with her via reception. She also holds clinics on alternate Saturday mornings if you struggle to get to the practice in the working week.

## Appointment system

Some patients may have experienced difficulties obtaining an appointment with us. We are sorry about this. It has been difficult when we have been reliant on using so many locums but now we have been successful in recruiting further clinicians, we plan to carry out a full review of the system early in the New Year. We will keep you informed about developments.

## Patient Group

We are always looking for new members to join our patient group. Please see Lindsey, our Operations Lead for further details. Our next meeting is scheduled for 11 am on Saturday 7 January 2017 here at the practice.

## SATURDAY MORNING EVENT - DATE FOR YOUR DIARIES

Following on from the success of our past Saturday morning events, we are planning our next event on Saturday 4<sup>th</sup> February 12.30 - 3.30 pm to be held at the Wagner Hall, Lewes Road (next St Martin's Church). This will be a combined event with patients from other practices. We have been discussing this with our patient groups and hope to have organisations such as the **Food Partnership** who will be cooking for you - **THERE WILL BE FREE FOOD!!!!** We are hoping that local Smoking Cessation services will be there as well as, Real Junk Food, Health Trainers, Smoothy Bike and Active 4 Life and Brighton Voices in Exile.

Further details to follow.....



## FOCUS ON.....



In each newsletter we plan to provide a focus on a certain department within the practice. We'll start with the

**The Admin & Secretarial team** consists of dedicated people who work behind the scenes carrying out important work on your medical records. The secretaries type referral letters and reports, ensure that safeguarding requests for information are acted on, liaise with other healthcare professionals to find information for the clinicians, take minutes of meetings and many other duties. Our notes summariser and workflow staff ensure that new patients' medical records are accurate in their detail and workflow involves the reading of patients' correspondence (eg. from hospital) when it has been scanned into the computer and then updating medical records. Repeat prescriptions are processed in the admin department and this process is supported by the GPs and Clinical Pharmacist. Our Travel Clinic team answer all queries about our travel clinic and order the necessary vaccinations, raise invoices and provide advice. They also carry out general admin functions such as the registering and deregistering of patients and ensure that records are sent off when patients move practices. Patients are recalled for the monitoring of long term chronic health conditions

and other health conditions by the admin team. The practice has to meet various targets in healthcare and the admin team works hard to ensure that these are reached.