

## **COVE BAY HEALTH CENTRE**

Earns Heugh Road, Cove Bay, Aberdeen AB12 3FL  
Telephone 0345 337 1170 – lines are open Monday to Friday from  
8am to 6pm. **Please note that daily between 12.30pm and 1.30pm  
and 5pm to 6pm this is for emergencies only.**

Repeat Prescriptions for Cove patients call 01224 846786

Reception Opening Hours: Monday to Friday 8.00am - 6.00pm

eConsult is open from 8am on a Monday until 2pm on a Friday –  
24 hour access during these times. The eConsult form can be  
found on our website – [www.covebayandkincorthmedical.co.uk](http://www.covebayandkincorthmedical.co.uk)



## **KINCORTH MEDICAL CENTRE**

Kincorth Clinic, Provost Watt Drive, Aberdeen AB12 5NA  
Telephone 0345 337 1170 – lines are open Monday to Friday from  
8am to 6pm. **Please note that daily between 12.30pm and 1.30pm  
and 5pm to 6pm this is for emergencies only**

Repeat Prescriptions for Kincorth patients call 01224 846875

Reception Opening Hours: Monday to Friday 8.00am - 5.00pm  
(the telephone lines are still open until 6pm for emergencies)

Please arrive in time for your appointment. Those arriving more  
than 10 minutes late cannot be accommodated.

Practice email - [gram.kincorthadministrator@nhs.scot](mailto:gram.kincorthadministrator@nhs.scot)

## **BRIEF HISTORY OF THE PRACTICE**

There has been a GP practice in Kincorth since the first houses were built in the late 1940s. Over the years since then the practice has developed along with growth in the city generally. The original twice-weekly surgeries at Cove Bay clinic have been transformed into a full-time second surgery for the practice and the number of partners in the practice has increased from two to seven. The non-limited partnership of Kincorth Medical Practice is contracted by Grampian Primary Care NHS Trust to provide general medical services to patients and we now look after 14,100 patients. Under the new GMS Contract, all GP Practices are contracted to provide 'essential services', that is, basic treatment of ill people. We also provide 'additional services' such as cervical screening, contraceptive services, child health surveillance, maternity services and selected minor surgery procedures. 'Enhanced services' which we offer include: access, minor injury, anti-coagulant monitoring, monitoring of certain disease modifying drugs and IUCD and contraceptive insertion and removals. Details of all these services and the professionals who help us provide these services are contained within this booklet. For further information about NHS Grampian, please refer to their website at [www.nhsgrampian.org.uk](http://www.nhsgrampian.org.uk) or telephone 558529. They can also be contacted at Summerfield House, Eday Road, Aberdeen.

## **Freedom of Information Act: Publication Scheme**

The Freedom of Information (Scotland) Act 2002 came into force on 1st January 2005 and enables any person requesting information from a public body to receive that information, subject to certain exemptions. The Practice Publication Scheme Document is available to view. Please contact the Practice or Office Manager for more information.

## **MEDICAL STAFF**

### **The Partners**

<u>Dr Alasdair D Jamieson</u>	MBCChB (Reg Aberdeen 1983)
<u>Dr Andrew J Henderson</u>	MBCChB DRCOG MRCGP DFFP (Reg Bristol 1989)
<u>Dr Lynne J Mackenzie</u>	MBCChB DRCOG FRCGP DFFP Loc IUT (Reg Aberdeen 1992)
<u>Dr Subhashini Sampathkumar (Kumar)</u>	MBBS DRCOG MRCGP (Reg Aberdeen 2009)
<u>Dr Brodie MacPhail</u>	MBCChB, MRCGP, (Reg Aberdeen 2018)
<u>Dr Mary Clark</u>	BSc (Hons) LoC IUT, MBCChB, MRCGP (Reg Aberdeen 2018)

Anne-Marie Jackson and Lisa Gordon are Advanced Nurse Practitioners/Associate Partners. Carol Robertson is an Advanced Nurse Practitioner

### **Salaried GPs**

<u>Dr Laura Batalla</u>	LMS University of Lleida, Spain 2009
DFSRH LoC IUT, LoC SID. (2018)	
<u>Dr Elaine Bryce</u>	MBChB, MRCGP LLB (Hons) DPLP DFSRH
AFHEA, LoC SDI (Registered Dundee 2008)	
<u>Dr Carolyn Rennie</u>	BSc Hons MBChB nMRCGP (2018)
Registered Aberdeen 2007	
<u>Dr Hayley Cameron</u>	BSc (Hons), MBChB, MRCGP 2022
<u>Dr Estelle Cantin</u>	LM University of Oviedo Spain 2015, MRCGP (2022)
<u>Dr Angela Onukwu</u>	MBBS, MSc, MRCGP (2023).
<u>Dr Claire Harris</u>	MBChB MRCP MRCGP (Reg Aberdeen
1997)	

### **KEY:**

MBChB	-	Medical Degree
MRCGP	-	Member, Royal College of General Practitioners
nMRCGP	-	New Member, Royal College of General Practitioners
FRCGP	-	Fellow, Royal College of General Practitioners
DRCOG	-	Diploma of the Royal College of Obstetricians and Gynaecologists
FP Cert	-	Family Planning Certificate
DCH	-	Diploma in Child Health
DFFP	-	Diploma of the Faculty of Family Planning
DFSRH	-	Dipolma of the Faculty of Sexual & Reproductive Healthcare
MBBS	-	Bachelor of Medicine/Surgery
MRCS	-	Member, Royal College of Surgeons
BSc	-	Bachelor of Science
MSc	-	Master of Science
LoC IUT/LoC SDI	-	Letter of Competence in Intra-uterine Techniques and Letter of Competence in Subdermal Implants
MFTM RCPS	-	Membership of the Faculty of Travel Medicine of the Royal College of Physicians and Surgeons of Glasgow
DOccMed	-	Diploma in Occupational Medicine
AFHEA	-	Associate Fellow of the Higher Education Academy

All the Doctors share their time between the surgeries at Cove and Kincorth and all have areas of special interest. More details are available on request from reception.

Patients are registered with the practice, not an individual GP. For administrative reasons, your medical card will be issued in the name of one of the Doctors; however, you can at any time express a preference for a particular Doctor, for either all of your medical needs or on a case-by-case basis. This preference can be recorded in your medical notes and we will do our best to respect your choice. However, not all the Doctors in the practice provide all services and specific Doctors may not be immediately available. Patients are encouraged to see the same Doctor throughout an episode of illness.

When one of the Doctors is absent for some reason their surgeries will normally be carried out by one of the other eight in the partnership. On some occasions it may be necessary to employ a locum Doctor.

### **THE PRACTICE NURSE TEAM**

Nurse Debbie Foreman (Part Time) Nurse Team Leader  
BSc in Nursing (Hons), Independent Non-Medical Prescriber, RGN, Cardiac Nursing Module, Diploma in Asthma & Diabetes, Cervical Cytology Course.  
CPR Cascade Trainer

Nurse Irene Weir (Part Time) Deputy Nurse Team Leader.  
RGN. Cervical and Breast Screening Course

Nurse Fiona Smith (Full Time) Trainee Treatment Room Nurse  
BSc in Nursing, Critical Care Course

Nurse Rebecca Templeton (Part Time) Trainee Treatment Room Nurse- BN (Hons), RGN, Cervical Screening, Critical Care

Nurse Rachel Leslie (Part Time) Practice Nurse  
RGN, Chronic Disease Management, Asthma Diploma, Marie Curie Breast & Cervical Cancer Screening.

#### **KEY:**

RGN - Registered General Nurse

RSCN - Registered Sick Children's Nurse

RMN - Registered Mental Nurse

Our Practice Nurses provide a variety of medical and nursing services and assist in the running of clinics. They may be consulted by appointment; it is not necessary to be referred by a Doctor. They are happy to answer queries or, if appropriate, give advice over the telephone and can be contacted on 0345 337 1170.

Examples of the range of services provided by our Practice Nurses include:

- Chronic disease management clinics such as asthma, diabetes, COPD.
- Advice on, and administration of some vaccines.
- Advice on lifestyle matters such as diet, weight and exercise.
- Measurement of basic health parameters such as blood pressure.
- Removal of stitches, removal and replacement of dressings.
- Well woman advice and cervical smears.

Our Practice Nursing Team are assisted by Health Care Support Workers (HCSW). HCSW's can check BPs, height, weight, take blood and do ECGs.

## **NURSE PRACTITIONERS**

### **Ms Anne-Marie Jackson (full time) - Elderly Care Advanced Nurse Practitioner & Associate Partner**

MSc Advanced Clinical Practice. RCN Accredited Advance Nurse Practitioner programme. Independent non medical prescriber. COPD Diploma Module. Professional Diploma in Stroke Care. RGN Degree of Bachelor of Nursing & Dementia Skilled Improving Practice.

Anne-Marie is an Elderly Care Nurse Practitioner who assists the GPs with the care of our patients who are usually 65 years or over. Anne-Marie can provide assessments in your own home regarding health and/or environment issues. Anne-Marie can also deal with long term conditions such as COPD, housebound patients and acute problems on the day that require a house visit. Anne-Marie will liaise with other professionals to provide continuity of care.

### **Lisa Gordon, Associate Partner (part time) Advanced Nurse Practitioner & Associate Partner**

BA in Professional Studies – RCN accredited Advanced Nurse Practitioner route 2006 to 2001. Independent non medical prescriber since 2006. Postgraduate Diploma Professional Studies - Public Health 2019. Diploma in Higher Education Nursing (General) 1996. Unplanned Care of the Acutely Unwell/Injured Child and Young Person.

Lisa usually offers on the day appointments for acute and chronic problems for all age groups which include children and babies. Lisa can do gynaecology examinations and take swabs. Lisa can also see ladies who are pregnant but only for non pregnancy related problems. Lisa's appointments can be allocated by reception staff, a GP, a Nurse Practitioner or a Practice Nurse.

### **Carol Robertson, (part time) Advanced Nurse Practitioner**

PGDip Advancing Nursing Practice, currently writing MSc Dissertation. BSc (Hons) Pharmacology, BN adult nursing, Independent Nurse Prescriber Diplomas in COPD, Asthma, Coronary Heart disease and Diabetes. Carol can see patients over 6 months of age for acute/chronic conditions. Carol can do gynaecology examinations and can take swabs. Carol will see pregnant ladies with non pregnancy related conditions. Carol has a special interest in COPD

## **FCP – FIRST CONTACT PHYSIOTHERAPY**

Physiotherapists currently covering Kincorth and Cove clinics are Andrea Gencarelli and Fiona Murdoch. Andrea is an independent non-medical prescriber. They have extensive experience in the assessment and management of musculoskeletal conditions such as back or neck pain, soft tissue injuries, sports injuries, arthritis, strains and sprains, bone or muscle pain. You can get a physiotherapy appointment without the need for a GP appointment and you will be given expert advice on management of your condition, your initial appointment is usually a phone appointment to get detailed information, then face-to-face assessment if needed. The

physiotherapists can refer you on to a specialist service including orthopaedics, podiatry, physiotherapy or an x-ray if this is needed.

This service is not for housebound patients, nor patients with neurological or respiratory conditions or for children under 16. Reception staff can book you in directly for a physiotherapy appointment.

### **MENTAL HEALTH PRACTITIONER**

Claire Forkes, Mental Health Nurse Practitioner BA Nursing (Mental Health), Registered Mental Health Nurse. Currently completing Independent Prescribing Qualification. Claire offers assessment and care planning for anyone with mental health concerns or queries about their ongoing care. Appointments are usually face to, but telephone appointments can be available. Claire can discuss any aspect of mental health concern and will refer onto the appropriate secondary care support, for psychological therapy, or signpost as required.

Patients will typically find that any eConsult/call into the surgery relating to mental health may be passed onto Claire in the first instance. Appointments with Claire are usually longer than those available with GPs/ANPs which we have found is particularly helpful for those with mental health concerns.

### **NHS PHARMACIST**

NHS Pharmacists work within our practice Tuesday to Friday to assist with prescription queries from patients and clinicians, CMS requests and medication reviews.

### **THE COMMUNITY NURSING TEAM**

This team includes the District Nurses, Health Visitors and Community Nurses. The Health Visitor team leader is Gillian Grant (BSc, RGN, Diploma in Health Visiting and Teacher and Assessor of Specialist Care in Health Visiting). Carol Clayton is the District Nurse Leader for the three practice attached teams (including Cove and Kincorth) which is part of the South Direct Delivery team.

These staff are employed by NHS Grampian to work with the surgery providing a full range of nursing, health visiting and within the community. They operate from Cove Bay Health Centre, Earns Heugh Road, Cove Bay. They can be contacted on the following numbers:

District Nurses	01224 846822
Health Visitors	01224 846828

### **Community Midwives**

The Community midwives run clinics at both of our surgeries. The contact number for the Community Midwife for Kincorth patients is 01224 552071 and for Cove patients it is 01224 785404.

### **ADMINISTRATIVE STAFF**

Our Practice Manager, **Susan Gillan** is responsible for ensuring that the service we provide is always of the highest quality. To that end, should you

have any suggestions about improvements to the service, telephone or write to Susan or ask to see her at Cove. Susan is always your first point of contact for complaints you may wish to make about the practice and she is also in charge of the day-to-day running of the practice. We also have an Office Manager, **Karen Joseph** who assists Susan.

### **REGISTERING AS A PATIENT**

If you are living within our practice boundary and wish to register as a patient, you are required to complete a registration form which is available from reception or can be partially completed via our practice website but all registration forms must then be signed. In addition to completing the registration form, you will be asked to provide proof of your address and other supporting evidence as required. You will then be invited to attend a registration appointment with one of our Healthcare Assistants, allowing us to provide medical care in the interim period whilst your medical records are transferred from your previous practice. If you move out of our practice area, you will need to register with a new practice as soon as you move. We can provide information about how to find a new practice.

### **UPDATED APPLICATION FORM (GPR) TO REGISTER PERMANENTLY WITH A GENERAL MEDICAL PRACTICE.**

**Please use the link below.**

[https://www.nhsinform.scot/media/4917/gp\\_registration\\_gmsgpr001\\_v19\\_02\\_2021-modified-v3.pdf](https://www.nhsinform.scot/media/4917/gp_registration_gmsgpr001_v19_02_2021-modified-v3.pdf)

### **MEDICAL & NURSING STUDENTS**

From time to time medical or nursing students are attached to the practice for us to provide them with first-hand experience of general practice. Part of this experience is best gained by 'sitting in' with a qualified Doctor or Nurse during consultations. You will always be asked for your permission to have a student sitting in and you always have the right to decline this if you wish.

### **GP REGISTRARS VIDEOS**

The practice is also a Post Graduate Training Practice where qualified Doctors are completing their training to become GPs. They will be consulting under supervision of other Doctors in the practice. They will regularly video their consultations as part of their training. In some cases the GPs may be asked to submit some video consultations as part of their own ongoing reaccreditation requirements. Again you will be asked for your permission in advance and will have the right to decline this if you wish.

### **HEADSETS**

For training purposes the practice does have dual head sets. The headsets are used to allow any trainee to be able to listen to telephone calls to further their experience. The person supervising the trainee would advise you if a trainee was listening in on the telephone conversation. Again you have the right to decline this if you wish.

## **MEDICAL RECORDS**

Every member of the practice team is required to sign a confidentiality agreement, which means they may not divulge information relating to patients to anyone other than medical, nursing or other professional staff who are concerned directly with the care, diagnosis and/or treatment of the patient or other authorised persons.

Kincorth Medical Centre is registered under, and complies with, the Data Protection Act 1998 and The Freedom of Information Act (Scotland) 2002. You have the right under the Data Protection Act to know what information is kept about you and how it is used. You can apply to see that information, including your medical records, whether manual or automated. For further details, ask for an application form at reception or contact our Practice or Office Manager. There will be a charge for this service. As part of our contribution and commitment to clinical care, we provide important data on diseases and treatments for research by third parties including academic, patient and commercial organisations. This is always anonymised. If you do not wish information from your notes to be used in this way, please let us know. Sometimes patients' records may also be checked by other healthcare professionals and NHS staff who are under the same strict duty of confidentiality as your usual primary care team members, including RCGP and NHS assessors.

## **PATIENT CONFIDENTIALITY AND INFORMATION SHARING**

### **PATIENTS AGED 12 OR OVER**

Young people with capacity have the legal right to access their own health records and can allow or prevent access by others, including their parents/guardian.

In Scotland, anyone aged 12 or over is legally presumed to have such capacity. More detailed information on this can be found on the general medical council website (0-18 years).

Anyone over the age of 12 who wish to allow access for others including their parents/guardian to information on a specific occasion/condition to be shared must fill out a form at reception on each occasion for each condition.

### **FEEDBACK FORM**

We welcome comments and suggestions as to how we can improve our service to you. Please ask for a **Feedback Form** at reception if you have ideas about how we can improve.

Our aim is to give the highest possible standard of service so again we want to hear from you if problems do occur so that we can try to deal with them swiftly and learn from them.

### **COMPLAINTS PROCEDURE**

If you have a complaint, concern or compliment about the service you have received from the Doctors or staff, please let us know. We operate a complaints procedure which complies with the NHS system for dealing with complaints.



In the first instance please ask at reception for a **Complaints Form** or ask to speak to our Practice Manager (Susan Gillan) or Office Manager (Karen Joseph) either in person at Cove Bay Health Centre or by telephoning 0345 337 1170. You can also email the practice on [gram.kincorthadministrator@nhs.scot](mailto:gram.kincorthadministrator@nhs.scot)  
The practice invites compliments as well as complaints.

### **HEALTH DATA COLLECTION & HEALTH OBSERVATORY**

The staff at this practice record information about you and your health so that you can receive the right care and treatment. We need to record this information, together with the details of the care you receive so that it is available each time we see you.

The information recorded about you may also be used for reasons other than your personal care, for example, to help to protect the health of the general public, to plan for the future, to train staff and to carry out medical and other health research or studies.

Thus, we are involved in a health observatory based on anonymised patient information. The reasonable security measures and anonymisation processes are in place to comply with the relevant data protection regulations. If you would like to opt out of this data collection scheme, please let your doctor know and your records will not be collected for use for this Observatory. This will not affect your care in any way.

If anything to do with the Observatory or derivate research would require that you provide additional information about yourself, you will be contacted by your GP to see if you are willing to take part: you will not be identified in any published results.

Everyone working with or for the NHS has a legal duty to keep information about you confidential.

A list of published research using the THIN database is available upon request. Please contact Michelle Page on telephone number 020 7501 7522 or email [info@the-health-improvement-network.co.uk](mailto:info@the-health-improvement-network.co.uk) for a copy.

You have a right of access to your medical records. If at any time you would like to know more, or have any concerns about how we use your information, you can speak to Susan Gillan or Karen Joseph on telephone number 0345 337 1170.

### **PRACTICE BOUNDARY**

The practice is happy to look after patients within the practice boundary. Please ask at reception for more details on this. Please tell us if you move house, even temporarily. We may not be able to offer a full service if you move outside the practice boundary.

### **DISABLED ACCESS**

We have disabled access and toilets at both our sites. Please contact reception for assistance.

### **REPEAT PRESCRIPTIONS**

Please allow 2 working days notice when ordering your prescription. These may be requested by telephone, Vision Online Services or by post. If requesting by post please enclose a stamped, addressed envelope. If requesting by phone please use the dedicated prescription line numbers:

Cove               **01224 846786**  
Kincorth       **01224 846875**

**Always remember to check in good time whether you need repeat prescription items before a holiday weekend or if you are going away, as we cannot guarantee repeat prescriptions will be ready in less than 2 working days. If you wish your pharmacy to collect your prescriptions this will take additional time.**

### **PRACTICE WEBSITE**

**This can be viewed at [www.covebayandkincorthmedical.co.uk](http://www.covebayandkincorthmedical.co.uk)**

This is an interactive website which provides up-to-date information about the practice. Please note that you can use it if you wish to:

- Change your address/contact details (although please note that if you move residence outwith our boundaries you will need to re-register with a local GP).
- Update your height (feet/metres), weight (stones/kilograms), smoking status, alcohol consumption and ethnicity.
- Cancel appointments
- Feed back comments or suggestions to the practice

### **TEST RESULTS**

In order to maintain confidentiality, test results will only be given to patients themselves or parents of minors if appropriate.

### **CHRONIC DISEASE CLINICS**

We have a range of clinics to assess and support people with specific illnesses such as asthma, hypertension, diabetes, COPD. Please ask at reception for details.

### **MATERNITY MEDICAL SERVICES**

These are provided by all Doctors by appointment. Midwife clinics are run weekly at both surgeries in conjunction with Aberdeen Maternity Hospital. Please ask at reception for more details.

### **FAMILY PLANNING SERVICES**

All our Doctors are trained to give confidential advice on contraception. In addition, Dr Mackenzie & Dr Batalla both advise on, fit and remove coils (IUCD). Dr Bryce & Dr Batalla can advise on, insert and remove

contraceptive implants. Our practice nurse Irene can also insert and remove implants. If you have any queries, please ask at reception. If you are thinking about having a baby, we recommend that you see a Doctor first for some advice and basic health checks.

### **HEALTH SCREENING – The practice encourages uptake of all health screening opportunities:-**

**Cervical Screening** – All women between the ages of 25 to 64 years (except those who have undergone a hysterectomy) are invited to attend for a cervical smear. From 6<sup>th</sup> June 2016, the frequency of cervical screening will continue to be every 3 years from age 25-49, but will change to every five years for women from age 50-64

**Mammography** – This is offered to all ladies three yearly between the ages of 50 and 71<sup>st</sup> birthday and is performed at the Breast Screening Centre, Foresterhill. Appointments are automatically sent to you but please note that the first appointment could be any time between ages 50-53. Should you wish to continue screening beyond the specified age then please contact Breast Screening Centre on 550570.

**Bowel Cancer Screening** – All patients between the ages of 50 and 74 will be sent a kit every two years. We strongly urge return of this. Should you overlook this or lose your kit then please phone 0800 0121 833.

Other health screening procedures can be considered on an individual risk basis (often in conjunction with Genetics Department). Should you have a strong family history of any specific illnesses then this may be worth discussing with a GP or Nurse. This is generally possible by phone call rather than the need for a consultation.

### **CHAPERONES**

If you require an examination and wish a chaperone be present, please ask the person that you are consulting with and this will be arranged. If this is not possible for some reason, your appointment will be rescheduled to allow a chaperone to be available.

### **MINOR SURGERY**

Various minor surgical procedures such as the removal of benign moles, cysts and ingrowing toenails can be undertaken at the surgery under local anaesthetic. These are done by Dr Henderson and Dr Cantin. Please complete an eConsult form and request for a GP to assess your problem and, if it is suitable, a minor operation appointment will be made for you. More difficult procedures will be referred to the hospital surgeons.

### **CHILDHOOD IMMUNISATIONS**

By immunising your child you are not only protecting them from serious illnesses but also helping to limit the spread of these infections within the community. The NHS Immunisation Team do all the childhood immunisations from birth.

### **CHILD HEALTH SURVEILLANCE**

The first surveillance check is carried out at six to eight weeks of age by several of our Doctors. You should receive an invitation for these clinics when your baby is first registered with the practice at birth. Please contact the surgery if you are unsure of your appointment. Subsequent checks at six months and onwards are performed by the health visitors. They can be contacted on **01224 846828**.

### **HALF DAY CLOSURES FOR STAFF TRAINING AND DEVELOPMENT**

Along with other practices in Aberdeen City, we take part in half day closing for staff training and development. This involves us closing from 1.30pm onwards approximately one Wednesday afternoon every 2 months, in order that we can improve our service to you. If you need urgent advice or require to see a doctor during this time, please telephone the surgery as normal and you will hear a recorded message with NHS 24's telephone number which you should call. They will offer advice and, if necessary, refer you to G-MEDs or the most appropriate service. Please see posters in-house or on the practice website of the dates involved.

### **CHEMISTS**

We do not dispense medicines from the surgery, but several local pharmacies operate a prescription collection service. Please ask at reception for details.

### **NHS PHARMACY FIRST SERVICE AT YOUR COMMUNITY PHARMACY**

This is a service for people who previously didn't pay prescription charges, including children. You will be able to get advice and free treatment from your community pharmacy for a range of minor illnesses and ailments. Ask your pharmacist for details. Select pharmacies also offer a service called Pharmacy First Plus. This allows you to access a wider range of medications for common illnesses and conditions without a prescription from the GP. This includes UTIs, respiratory infections, ENT and dermatological conditions, allergies and eye infections.

### **DISCHARGE FROM HOSPITAL**

Before you leave hospital, you will be given a letter that contains details of your illness and any treatment that is required. Please have this delivered to the surgery as soon as possible so that we can arrange continuing care as appropriate.

### **MEDICALS (EMPLOYMENT, INSURANCE etc)**

The Doctors can undertake medical examinations on your behalf and complete the necessary paperwork, for example for employers or insurance companies. There is a charge for this service which must be paid in advance. Please ask at reception for further details.

### **MEDICAL CERTIFICATES**

The law says you may self certify your illness for seven days before any need for an official Department of Health Fit Note. Your employer should provide

you with a self certification (SC2) so that you can declare your illness (legally you do not need this for the first three days of your illness).

If your illness continues for more than seven days, under the NHS your GP can issue an official Department of Health statement (called the Fit Note) as a statement of your illness. Please note, if you require a sick note for an illness of fewer than seven days' duration, a private doctor's statement may be requested. The fee for this statement is £18.00, to be met by the patient or the employer.

### **OCCUPATIONAL HEALTH VACCINES**

The practice does not provide these services. Patients should consult with their occupational health provider for assistance.

### **TRAVEL VACCINATIONS**

Travel vaccinations – now available at community pharmacies as travel restrictions continue to relax, there's a change to the way vaccines for overseas travel are offered. Instead of making an appointment with their GP, individuals are now able to arrange travel vaccinations at one of 35 community pharmacies across the Grampian region. The change is part of the wider national programme which sees vaccinations move away from GPs and which has already seen the creation of dedicated 'flu vaccine clinics. Details on which community pharmacies are participating in the scheme are available on <https://www.grampianvax.com/travel-vaccination>

### **CARERS**

We are keen to hear from people within our practice who are carers to ensure they have access to all the services which may assist them. Please contact reception if you are a carer for some information leaflets.

### **EMAIL**

The practice makes good use of its email system. However, we are sorry that we do not, at present, accept emails from patients regarding requests for appointments or other clinical matters.

### **SOURCES OF INFORMATION**

We have a range of leaflets available for your information and interest. Please ask at reception for the list that we currently stock

### **ZERO TOLERANCE POLICY**

Our Doctors, Nurses, and staff provide a vital service to patients and they have the right to go about their duties without fear of attack or abuse. Patients who abuse or threaten abuse to members of the Kincorth or Cove Bay Health Centre team will be asked to leave the practice and find another Doctor. In serious cases, police involvement may be necessary.

### **HOW TO CONTACT US**

#### **APPOINTMENTS**

You can contact reception by telephone from 8.00am to 6.00pm Monday to Friday. From 12.30-1.30pm and 5-6pm daily, our phone lines are in operation for emergencies only.

Cove Surgery       **0345 337 1170**

Kincorth Surgery   **0345 337 1170**

Patients can be seen at either site.

An appointment system is in operation. Each appointment with the Doctor is 15 minutes. If you think you might need more time, please ask the receptionist to book you a double appointment. Some procedures may be better attended to by the Practice Nurse. **REMEMBER TO REPORT TO RECEPTION WHEN YOU ARRIVE AT THE SURGERY!**

Each Doctor has a small number of appointments which can be booked only on the same day. This is to ensure that there are always some available appointments for patients requiring urgent access to a GP. If there are no appointments left for the day and you feel it is an urgent matter, please inform the receptionist of this fact and they can then take some details and ask the Duty Doctor to call you back.

If you have not been seen at the surgery for over three years (or one year if 75 years or over) you can request a health check with one of our Practice Nurses if you wish. Please inform the receptionist that you require a health check when booking your appointment.

### **TRIAGE SERVICE**

Cove Surgery       **0345 337 1170**

Kincorth Surgery   **0345 337 1170**

During the day there is always a clinician available at the surgery to speak to patients on the telephone. The Doctor can assess the symptoms as described by the patient and can offer advice, or arrange an appointment or a home visit as required. They can offer same-day emergency consultations if necessary.

### **ECONSULT**

eConsult is a form-based online consultation & triage platform that collects your medical or administrative request and sends it through to your GP practice to triage and decide on the right care for you and everyone else. Our eConsult service is available from 8am on Monday until 2pm on Fridays every week, unless stated otherwise during public holidays etc.

<https://covebayandkincorthmedical.webgp.com/>

### **HOME VISITS**

Cove Surgery       **0345 337 1170**

Kincorth Surgery   **0345 337 1170**

Please try and come to the surgery where better facilities and equipment are available and, by saving the Doctor/Visiting Service travelling time, more patients can be seen in a given time. Home visits are for the housebound or those too ill to go out. If you feel a home visit is absolutely necessary please telephone BEFORE 9.00am as all the visiting Doctors leave the surgery at 9.00am.

### **OUT OF HOURS**

Cove Surgery       **0345 337 1170**

Kincorth Surgery   **0345 337 1170**

NHS Grampian is responsible for patient care outwith normal opening hours. Currently all calls to the practice in the evenings, weekends and public holidays are dealt with by NHS 24 and G-MEDs. Please ring the usual surgery number and you will hear a message giving you NHS 24's number which you should ring (**Freephone -111**). Any calls which require GP advice, consultation or a home visit will be passed on to G-MEDs. If a consultation is required you will be encouraged to attend the Emergency Care Centre, Foresterhill.

NHS 24 is also available at any time for nurse advice and health-related information. Their free phone telephone number is 111 and their website is available at [www.nhs24.com](http://www.nhs24.com)

**Remember, in serious emergencies, dial 999, and ask for an ambulance.**

## **COVE AND KINCORTH SURGERY CHARTER FOR PATIENTS AND GPs WHAT WE WILL DO FOR YOU AND WHAT YOU CAN DO TO HELP US**

### **THE MEDICAL PRACTICE**

Patients will be treated with courtesy, respect and confidentiality at all times.

**Urgent** problems will be seen the same day by whichever healthcare professional is available.

The practice will try to reduce the wait for routine appointments.

Whenever possible you will be seen by the Doctor of your choice for routine appointments.

You will be seen as near to your appointment time as possible.

Medical staff will visit you at home if you are too ill to come to the surgery.

The practice will inform you of the services it provides, how you can access them, and information to help you to be healthy.

Advice will be given and/or medication prescribed to patients as required.

We will try to process repeat prescriptions within two working days.

The practice will provide and publicise ways patients can be involved in decisions about the services the practice provides.

Patients will only be removed from our practice list as a last resort if the practice/patient relationship has broken down irretrievably.

For **emergencies** outside normal surgery hours the local GPs provide **24-hour** cover through **NHS 24**. If you telephone our practice out of hours you will hear a message which tells you NHS 24's number: **111**

**Your Doctor will always do their best for you.**

### **PATIENTS**

Patients have a responsibility to treat our practice staff with courtesy and respect.

Only request an urgent appointment when medically necessary.

If you cannot keep your appointment please let us know as far in advance as possible so another patient may take that appointment.

Please try and be flexible in setting appointment times to allow yourself to see the Doctor of your choice. Please understand that some patients' medical problems take longer to deal with.

Please do not ask for a home visit unless it is absolutely necessary. The surgery has the best facilities for treating patients and home visits should be only for the very ill/housebound.

Please read the practice booklet and information (notices and newsletter) in the waiting area.

Please be aware that your local pharmacist and NHS 24 are also able to provide health information.

Please be aware that a prescription is not always necessary. Good advice is often the best treatment.

Order repeat prescriptions before your medications run out.

Please telephone our repeat prescription line - Kincorth 846875, Cove 846786.

Please do not ask for repeat prescriptions during consultations.

Please forward any suggestions to our Practice Manager, Susan Gillan, and take part in any surveys or discussion meetings about particular issues when you can.

If you are unhappy with us please contact our Practice Manager and we will try to resolve the problem for you. We also welcome any compliments you may have about our service.

Please remember Doctors are only human; they cannot solve all your problems and some illnesses cannot be cured!

**This charter was produced following consultations with staff and patients of the Cove and Kincorth Medical Centres in 2002 and reviewed in 2011 & 2013.**

We have the following doctors who work the following days;

**Dr A Jamieson (ADJ)** – Monday, Tuesday (AM), Thursday & Friday (AM)

**Dr A Henderson (AJH)** –Tuesday & Thursday

**Dr L Mackenzie (LJM)** – Monday, Tuesday, Wednesday (AM) Thursday (AM)

**Dr S Kumar (SK)** – Wednesday, Thursday & Friday

**Dr C Harris (CH)** – Tuesday (AM), Thursday (AM) & Friday (AM)

**Dr B Macphail (BM)** –**on maternity leave from July 2023**

**Dr M Clark** – (MC) – Monday, Tuesday & Friday (PM)

**Dr L Batalla (LB)** – Thursday

**Dr C Rennie (CR)** - Monday

**Dr E Bryce (EB)** – Monday (AM) & Tuesday (AM)

**Dr Hayley Cameron (HC)** Monday, Tuesday (AM), Wednesday

**Dr Estelle Cantin (EC)** – Wednesday, Thursday & Friday

**Dr Angela Onukwu (AO)** – Wednesday, Thursday & Friday

**Extended Hours Appointments from 7am & 6pm at Cove & Kincorth are currently telephone appointments**

Reviewed December 2023