

### Teaching practice

The practice is a teaching practice and occasionally trainee GPs and Pharmacists may, as part of their training, be required to sit in with their trainer GP, nurse practitioner, paramedic, during consultations with patients.

You will always be asked if you consent to this prior to your consultation. If you do not consent, the trainee will not sit in on your consultation.

### How to register at the practice

The quickest way to register is to use the practice website. You must live within the practice area which is shown on the website. If you are unable to use the website, please contact the practice for information about how to register.

### Access and support for disabilities

The practice offers step free access to the premises. Additionally, there is a hearing loop on the reception desk, large print leaflets are available, and we also have dementia friendly signs.

We welcome Assistance Dogs although animals are not permitted in any clinical areas.

### Patients' rights and responsibilities

When registering, you have a right to express a preference to be seen by a particular GP. A note will be added to your record, but we may not always be able to accommodate due to capacity and staffing levels. All patients will be assigned an accountable GP.

Further information about your rights and what we expect of our patients are detailed within the [NHS Constitution](#).

### Services we provide

In addition to the routine services that are provided, this practice also offers the following:

- **Family planning** – We offer a full range of family planning services
- **Immunisations** – The clinical team administers vaccines for both adult and child immunisations.
- **Minor surgery** – Your GP will advise on minor operations
- **Cervical smear testing** – For women aged 25 – 65 and these tests are undertaken by the nursing team.
- **Chronic disease management** – We hold a range of clinics to help our patients to manage their long-term medical problems including asthma, diabetes, hypertension, kidney disease and heart disease. You will normally be recalled within your birth month.
- **Health checks** – NHS health checks are offered every 5 years after a patient's 40<sup>th</sup> birthday dependent on whether they have any chronic disease.
- **Other clinics** – The practice also offers antenatal, baby, post-natal, smoking cessation, counselling for drug and alcohol addiction

Details of all clinics are available from reception and are also listed on the practice website: [Clinics We Offer](#)

From time to time, other services may be available such as raising awareness of a particular disease or condition. We will advertise this information.

### Opening hours

Monday	08:00am	18:30pm
Tuesday	08:00am	18:30pm
Wednesday	08:00am	18:30pm
Thursday	08:00am	18:30pm
Friday	08:00am	18:30pm
Saturday/ Sunday	Closed	Closed

When the practice is closed, please contact:

**111 (Dial 111)**

[Get help for your symptoms - NHS 111](#)

[When to call 999 - NHS](#)

[Find urgent and emergency care services - NHS](#)

### PCN Core Hours Weekend

Once a month on a Saturday 9:00am to 5:00pm

### Are you using the right service?

<b>SELF-CARE</b> What's in your medicine cabinet? Visit NHS choices at <a href="#">www.nhs.uk</a> Minor cuts and grazes, bruises or sprains, coughs and colds, diarrhoea and vomiting	<b>PHARMACY</b> Feeling unwell and unsure what medication is right Need advice or help on medicines To help you self-care	<b>NHS 111 (24/7)</b> Still unsure and want more advice then dial 111 It's urgent but not an emergency NHS 111 is available 24 hours a day
<b>GP ADVICE</b> Self-care not working or persistent symptoms Chronic pain Long term conditions such as asthma or diabetes	<b>WALK IN CENTRE</b> Minor injury or illness Symptoms not getting better and you cannot see your GP	<b>A&amp;E or 999</b> Emergencies only Severe bleeding Choking Breathing difficulties Chest pain Stroke



Providing NHS services

## Practice Information Leaflet



Sheepcot Medical Centre] is a partnership providing NHS Services under an NHS England General Medical Services Contract.

6 Cunningham Way  
Leavesden  
Watford, Herts  
WD25 7NL

Telephone No. 01923 672451

Email address:

E82096.sheepcotmedicalcentre@nhs.net

Website: [www.sheepcotmedicalcentre.co.uk](#)

GP services are provided to the following areas (please see link below):

[Practice Boundary](#)

Further information can be sought from [www.nhs.uk](#)

### The Practice Team

This practice operates under a partnership agreement and provide services on behalf of the NHS.

#### Partners

**Dr Alan Jackson-MBBS**

**Dr Adnan Saad- MBBS,BSc (Hons),  
PgCert, MedEd, MRCGP,  
MPhil**

**Dr Thet Lwin - MBBS, MRCGP,DFRSH,  
DRCOG**

**Dr Sarah Woo - MBBS, MSc (Hons),  
MRCGP, DRCOG**

#### Salaried GPs

**Dr Priya Patel-  
BMBS,BMedSci,DRCOG,MRCGP**

**Dr Nicola Rattan – MBBS**

#### Nurses

**Rebecca Ewen**

**Linda Hooper**

**Victoria Swain ( Nurse Independent/  
Supplimentary Prescriber)**

#### Other healthcare staff

**Nichola Chamberlain (Operations  
Manager)**

**Deborah Sanger (Deputy Operations  
Manager)**

**Teresa Chamberlain (Finance Manager)**

### Appointments and accessing practice services

To make an appointment to see your GP or any member of our healthcare staff or to access any other of our practice services, please log on to the practice website. Should you be unable to access the website, contact the practice and a member of our administrative staff will be able to assist you.

The practice website contains all the relevant practice information that you are likely to require. It is the quickest way to access the services you may need.

#### Threats of violence or abuse of our staff

Our staff work hard to provide you with the best possible service. Please treat them with the courtesy and respect they deserve. We operate a zero-tolerance policy and may refuse to provide services to individuals or those accompanying individuals who are violent, threaten violence, commit or threaten to commit a criminal offence

#### Patient Participation Group

We have an active Patient Participation Group (PPG), ensuring that our patients are involved in decisions about the services provided by the practice.

Further information about our PPG is available online at [Patient Participation Group](#) or contact Steve Macaulay who is the nominated point of contact for all PPG matters.

#### Patient data

All clinical and administrative staff have an ethical as well as a legal duty to protect patient information from unauthorised disclosure and in accordance with the Data Protection Act 2018.

The patient privacy notice is available on the practice website. [Privacy Notice](#)

### NHS England Contact

The practice provides NHS services on behalf of NHS England

PO Box 16738, Redditch, B97 9PT.

Telephone: 0300 311 2233

Email: [england.contactus@nhs.net](mailto:england.contactus@nhs.net)

### Prescriptions/repeat prescriptions

Your GP will initiate any prescription that they determine you require. Repeat prescriptions can be ordered in the following ways:

- In person – By ticking the required medications on your prescription and placing it in the dedicated box, one located outside the doors and a second one in reception.
- Online – Please log in and order via our website [Sheepcot Medical Centre](#)
- NHS - [Register with a GP surgery](#)

Please allow 3 working days for processing (excluding weekends and bank holidays) when ordering repeat prescriptions.

#### Preference for a named practitioner

The practice will attempt to ensure that any patient is seen by the same healthcare professional although please note that this may not always be an option.

Patients over the age of 75 will be provided with a named GP.

### Comments, suggestions and complaints

Our aim is to give the highest possible standard of service. We would like you to tell us what you think about the service we provide.

If you would like to offer a comment or suggestion or raise a complaint, this can be raised with any member of the team. Further information about this can also be found on the practice website or within the complaints leaflet.

### Home visits

Home visits are at the discretion of the GPs and are usually for those patients who are housebound or have significant health issues. Should you require a home visit, please use the practice website to request one or contact reception requesting a call-back after logging a call before 10.30 am. A clinician will then telephone you to discuss your request. Home visits are usually conducted between 12:30 pm and 2:00 pm, Monday to Friday.

### When we are closed

When the practice is closed, if you urgently need medical help or advice and it is life threatening, dial 999. If it is not life-threatening, contact NHS 111 by calling 111 or via [www.nhs.uk](http://www.nhs.uk)

### Zero Tolerance

Sheepcot Medical Centre has a duty of care for the health and safety of its staff and out patients. All patients are expected to behave in an acceptable manner and violent or abusive behaviour towards staff or patients may result in removal from our practice list or even criminal proceedings.

[Zero Tolerance Policy](#)