



**Enter & View  
Report**

**The Redbridge Surgery  
49 Windermere Gardens,  
Ilford, Essex  
IG4 5BZ**

**Wednesday 4<sup>th</sup> October 2017**

This report is available to download from our website, in plain text version, **Large Print**, and can be made available in Braille or audio versions if requested.

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[www.healthwatchredbridge.co.uk](http://www.healthwatchredbridge.co.uk)

**020 3874 4120**

[info@healthwatchredbridge.co.uk](mailto:info@healthwatchredbridge.co.uk)

<b>Service Provider</b>	<b>The Redbridge Surgery 49 Windermere Gardens, Ilford, Essex IG4 5BZ</b>
<b>Contact Details</b>	<b>Practice manager- Sonali Handa</b>
<b>Date/time of visit</b>	<b>Wednesday 4<sup>th</sup> October 2017, 14.00am -15.30pm</b>
<b>Type of visit</b>	<b>Announced visit</b>
<b>Authorised representatives undertaking the visits</b>	<b>Mike New Athena Daniels</b>
<b>Contact details</b>	<b>Healthwatch Redbridge 1<sup>st</sup> Floor, 103 Cranbrook Road Ilford, Essex IG1 4PU  020 3874 4120</b>

## Acknowledgements

Healthwatch Redbridge (HWR) would like to thank the staff and patients at The Redbridge Surgery for their contribution to the Enter & View programme.

## Disclaimer

Please note that this report related to findings observed during our visit made on Wednesday 4<sup>th</sup> October 2017.

Our report is not a representative portrayal of the experiences of all service users and staff, only an account of what was observed and contributed at the time of the visits.

# What is Enter & View?

Part of the local Healthwatch programme<sup>1</sup> is to carry out Enter & View visits. Enter & View visits are conducted by a small team of trained volunteers, who are prepared as 'Authorised Representatives' to conduct visits to health and social care premises.

**Enter & View is the opportunity for Healthwatch Redbridge to:**

- Enter publicly funded health and social care premises to see and hear first-hand experiences about the service.
- Observe how the service is delivered, often by using a themed approach.
- Collect the views of service users (patients and residents) at the point of service delivery.
- Collect the views of carers and relatives through evidence based feedback by observing the nature and quality of services.
- Report to providers, the Care Quality Commission (CQC), Local Authorities, Commissioners, Healthwatch England and other relevant partners.

Enter & View visits are carried out as 'announced visits' where arrangements are made with the service provider, or, if certain circumstances dictate, as 'unannounced' visits.

Enter & View visits can happen if people tell us there is a problem with a service but, equally, they can occur when services have a good reputation - so we can learn about and share examples of what a service does well.

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Section 221(2) of The Local Government and Public Involvement in Health Act 2007:  
<http://www.legislation.gov.uk/ukpga/2007/28/section/221>

## Introduction

Healthwatch Redbridge (HWR) is conducting Enter & View visits to all GP practices across Redbridge as part of our work programme during July to October 2017.

Last year, Healthwatch Redbridge organised a series of workshops for practice managers across Redbridge, Havering, Barking and Dagenham to inform them about the Accessible Information Standard<sup>2</sup>. These visits are an opportunity for HWR to discover if the standards have been implemented across the borough.

## Accessible Information Standard

This standard aims to ensure that people who have a learning disability, communication impairment or sensory loss are provided with information that they can understand. They should also be able to receive support so that they can communicate effectively with health and social care services.

From 1<sup>st</sup> August 2016, all organisations that provide NHS or social care must follow the standard by law. For organisations to effectively implement the standard, they need to consider their policies, procedures, human behaviour and where applicable, electronic systems.

## Purpose of the visit

The visits were planned to evaluate whether GP practices across Redbridge are implementing the standards thereby ensuring that the needs of people with communication impairments are being met.

In addition to the workshop organised for practice managers, HWR also ran workshops for people with communication impairments. The feedback continues to show that people are not receiving information in a way that they can understand.

An example of when a patient's need was not met was when she asked her GP practice to provide information in large print but they continued to give her regular font. On one occasion, she missed her appointment because the letter that the surgery sent to her was not in the right font meaning she was unable to read it.

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<sup>2</sup> <https://www.england.nhs.uk/wp-content/uploads/2015/07/access-info-upd-july-15.pdf>

NHS England reviewed the Accessible Information Standard during January-March 2017. Their subsequent report<sup>3</sup> found that many participants felt that the standard could have a significantly greater impact than it has done to date. This suggests that monitoring its compliance is necessary.

These visits will identify any areas where improvements could benefit patients. There is also an opportunity for Healthwatch to share examples of good practice found in GP surgeries across Redbridge. It is hoped that our findings will support practices in improving their services and making reasonable adjustments to meet patients' health care needs.

### Strategic Drivers:

- Part of Healthwatch Redbridge's work plan 2017-18
- Implementation of NHS Accessible Information Standards
- Seldom heard groups and the way in which they are supported to communicate are of particular interest to local Healthwatch.

## Methodology

Each Enter & View visit was announced. All 46 GP practices were informed about the visit and given about three weeks' notice of the time period that the visit will take place. The practices were not given the specific time and date but rather given a two week time frame. Information provided prior to the visit included a brief summary of the visit and the role of the attendees.

Prior to the visit, HWR staff members worked with authorised representatives to prepare questions that will be used during the visit. There were three separate set of questions: one for lead staff member, one for other staff members and one for service users.

Each visit involved observing the external and internal areas of the surgery. Representatives had the opportunity to identify any issues or challenges that someone with an impairment might face when using the facilities in the surgery.

Where possible, the representatives spoke to the practice manager, other staff members such as the receptionist and nurses and service users. Due to the specific nature of the visit, it wasn't always possible to speak to patients with communication impairments.

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<sup>3</sup> <https://www.england.nhs.uk/wp-content/uploads/2017/07/accessible-Info-std-review-report.pdf>

At the end of the visit, staff members were informed that a draft report would be sent to them. A draft report was sent to each GP practice and they were given 20 working days to respond with their comments.

## Reviewing website accessibility

In addition to visiting the GP practices, all the practice websites were checked to find out whether they are accessible for people with communication impairments.

Three volunteers assessed each website using a checklist (Appendix 1) devised by HWR staff members. Two of the volunteers who reviewed the website had communication impairments; one of the volunteers was Deaf and the other volunteer has Asperger's Syndrome.

## Results of website review

- It is not possible to change the size of the text on the website.
- The colour of background cannot be changed.
- The images do not have text descriptions explaining what they are about.
- The website has a "sitemap" button.
- It is not possible to navigate the website without a mouse.
- There is no audio content on the website.
- Information on the website is written in plain English.

## Results of the visit

### Observations made outside the premises:

- Signage is clear when coming from Windermere Gardens. The sign above the entrance is written in black font on white background.
- No accessible parking space but patients can park on Redbridge Lane and Windermere Gardens road.
- Level entrance to the building so a ramp is not required.

### Observations made inside the premises:

- No trip hazards were identified.
- Staff members sit facing patients thereby making it easy to lip-read if necessary.
- Signs within the premises are clear and easy to read.
- The noticeboards were not cluttered and the notices were adequately spaced out. Relevant information was grouped together.
- The complaint/compliments procedure was available on the noticeboard but it did not mention its availability in other formats such as large print. The procedure was prominent and easy to identify.
- A hearing loop sign is available in reception.
- A TV screen is available to inform patients of their appointment. The patient's name is written in a white font on blue background. The patient's name is also called out.
- There is no fire alarm but the fire brigade said that this is not an issue.
- Fire exits were clearly signed in words and pictures.
- There is a poster asking people about their communication needs.

### Speaking to the practice manager

- The practice manager said that patients are asked about their communication needs when they first register at the surgery. A representative was shown a large print registration form and there was a question asking patients about their communication needs.
- With regards to finding out about existing patients' communication needs, staff members speak to patients when they attend and find out about any additional support that they may require.
- Patients' communication needs are recorded on the database. A representative was shown the codes used to put information onto the database.
- A 'pop up' system is available when the patient presents at reception thereby informing staff of the individual's needs.



- The surgery uses EMIS Web database<sup>4</sup>.
- Doctors and nurses are informed of patients' communication needs by the 'pop up' system.
- A portable hearing loop is available. This is not used very frequently. Staff members are also able to use the hearing loop in the consulting room. A representative checked the hearing loop using a hearing loop checker on 24<sup>th</sup> October and it was working.
- The surgery only bought the hearing loop after the AIS workshop last year and it has not been checked since then. It will be checked in February 2018.
- Staff members have been provided with training on how to use the hearing loop.
- Patients are informed of the hearing loop by the sign in reception.
- Staff members have received training on how to support patients with communication impairments.
- They have received Deaf awareness training, communication training and easy read training.
- This training was provided via Blue Stream Academy.
- This training takes place on an annual basis.
- The surgery does not have braille but is able to provide this if required.
- There is a poster in the surgery informing patients about the different formats that they can get information in.
- Patients with a hearing impairment can request a BSL interpreter while patients with a visual impairment will be provided with large print information.
- The practice manager mentioned that many patients with learning disabilities visit the surgery with their carers.
- Staff members are able to book a BSL interpreter. The organisation used is Big Word.
- There is no communications book.
- The surgery is able to record the communication needs of the next of kin/carer.

### Speaking to staff

- The staff member said that she is aware of the Accessible Information Standard.
- Staff members have been trained on how to support patients with visual impairments, hearing impairments and learning disabilities. This training was completed online. Staff members also attended a workshop last year.

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<sup>4</sup> EMIS is an electronic patient health record system used by many GPs

- Patients' communication needs are recorded on the database.
- A portable hearing loop is available.
- Staff members are able to book a BSL interpreter for Deaf patients.
- A representative was shown an example of a document that was provided in braille and an easy read guide to GP online services.
- There is no communications book but they have a file and booklet with some basic pictures.
- In the event of a fire, the patient would be supported out of the building.
- The last fire drill took place on 22.09.2017. An issue was raised when the last fire drill took place; there was a chair in the way and all the staff members were told to ensure that all the areas are clear al in the future.

### Speaking to patients

Representatives spoke to one patient during the visit.

- The patient said that he registered in the year 2000 and was not asked about his communication needs.
- He did not have any additional communication needs and was unable to provide further information.

## Recommendations

1. To make the website more accessible, patients should be able to:
  - Change the size of the text; some people with a visual impairment need information in a large font size.
  - Change the colour of the background; some people cannot read text if there is insufficient contrast between text and background.
  - Use the sitemap button, as this will make it easier for people with communication impairments to find information on the website.
  - Access website information via screen readers and translation software (such as Browesaloud®<sup>5</sup>) especially for people with visual impairments.
2. A Communications Handbook<sup>6</sup> with basic images of common BSL and Makaton symbols should be available in the reception enabling staff to communicate more effectively with patients who have communication impairments.
3. Although we understand that people with communication needs often attend appointments with their carers; staff should reduce reliance on carers, family and friends to relay information to the individual. This is because it compromises a patients' right to privacy and dignity.
4. The complaints/compliments procedure should be available in a variety of formats such as large print.

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<sup>5</sup> <https://www.texthelp.com/en-gb/products/browsealoud/>

<sup>6</sup> Example of a standard hospital communication book can be found at:

<http://www.uhs.nhs.uk/Media/SUHTInternet/PatientsAndVisitors/Learningdisabilities/Thehospitalcommunicationbook-part1.pdf>

## Service Provider Responses

*'Thank you very much for the recommendations; we will make sure that the communication handbook with the basic images of common BSL and Makaton symbols should be available in the reception to communicate.'*

*We will also try to make changes on our website to make it more accessible for patients.*

*With regards to the patients with communication needs coming with the carers; we always take patients consent whether they would like to come with the carers or wishes to have an independent interpreter.'*

*Sonali Handa,  
Practice Manager*

### Distribution

- The Redbridge Surgery
- Redbridge Clinical Commissioning Group
- Barking, Havering and Redbridge Quality Surveillance Group
- Care Quality Commission
- Healthwatch England

## Appendix 1 - Website accessibility checklist

### Website accessibility checklist

Questions	Yes	No
Can you change the text size?	Yes	No
	Comments	
Can you change the colour of the background?	Yes	No
	Comments	
Does the website have a "sitemap" button?	Yes	No
	Comments	
Are there keyboard shortcuts? / Can you navigate the website without a mouse?	Yes	No
	Comments	
Does the website have audio content?	Yes	No
	Comments	
Is the website content written in "plain English"?	Yes	No
	Comments	
Additional comment		



## Appendix 2 - Observation sheets

### GUIDANCE For Enter & View to GP Surgeries Re: Accessible Information

#### Observation Checklist

Name of Surgery: \_\_\_\_\_

Name of Authorised Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Observations/Questions	Yes	No
<b>Getting to the Service:</b> There is sufficient and clear signage to the premises being visited: signs are clear, unobstructed and easily readable	Yes	No
Comments:		
There is accessible & sufficient parking available close to the entrance - drop off point directly outside the entrance	Yes	No
Comments:		
A ramp/lift is available, or there is a working assistance bell - <i>Edge of ramp highlighted to keep people off uneven surface</i>	Yes	No
Comments:		
Fire alarms have a light as well as sound	Yes	No
Comments:		
Fire exits clearly signed in various formats.	Yes	No
Words		
Pictures		
<b>Within the premises:</b>		
Are there trip hazards/sharp edges/furniture in pathway (both permanent & temporary)	Yes	No
Comments:		

Signs in various formats including pictures (e.g. on toilet doors - are they clear/contrasting/pictures)	Yes	No
Comments:		
Interaction between staff and service users; are they facing service user whilst talking to them using body language to communicate as well as verbal communication, is plain language - is plain language used	Yes	No
Comments:		
Complaint/compliments procedure information is available in alternative formats - for patients & relatives - is it on the noticeboard	Yes	No
Comments:		
Are the noticeboards cluttered, and are the notices easily legible	Yes	No
Comments:		
Is there a hearing loop sign?	Yes	No
Comments:		
Does the surgery have an electronic screen to inform patients of their appointment - if so what colour are the screen and writing - does it show room no. Doctor name - is it audio as well as visual		
<b>Further Comments:</b> Please provide any relevant information about accessible information		

# Appendix 3 - Questions for lead staff

## Questions for MANAGER/PERSON IN CHARGE at

### GP Surgery

Name of Surgery: \_\_\_\_\_  
 Name of lead manager: \_\_\_\_\_  
 Name of Authorised Representatives: \_\_\_\_\_  
 Date: \_\_\_\_\_

1. Are patients asked about their communication needs when they first register at the surgery? For example: <ul style="list-style-type: none"> <li>Are they asked if they have difficulties with sight/hearing?</li> <li>Are they asked if they have a learning disability?</li> </ul>	Yes	No
Please explain		
2. What have you put in place for existing patients to ensure that you are aware of their communication needs?	Comments	
3. How are these needs recorded if they have any?	Comments	
<i>NOTE FOR REPS: If the manager seems unsure you can prompt them with the following questions: Are they recorded on a database? Or by any other means?</i>		
4. When a patient presents at reception, is there a 'pop up' which flags their needs?	Yes	No
5. If yes, what system do you use?	Comments	
6. If there is no system in place can you explain the reasons for this?	Comments	

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7. Is there a process in place to ensure that the doctor/nurse dealing with the patient whilst they are in the surgery are aware of their communication needs before they start to interact with them?	Yes	No
Comments		
8. Is there a hearing loop in the surgery, if there is what type of loop is it? <ul style="list-style-type: none"> <li>Fixed/Portable/Both</li> </ul>	Comments	
9. Have staff been provided with training on how to use it?	Yes	No
Comments		
10. Are patients made aware that a hearing loop is available?	Yes	No
Comments		
11. What training is provided to support all staff to communicate effectively with patients? Deaf awareness training Communication training Dementia awareness Easy read training	Last date of training	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
Comments		
12. How often do you have this training?	Comments	
13. Is information available in different formats to make it accessible to all patients and are patients aware of this? For example: large print, easy read, Braille, Audio. <i>NOTE FOR REPS: Please ask to see examples of this if possible and comment on what you have seen</i>	Yes	No
Comments		
14. What format do you provide for people with: a. Hearing impairment b. Visual impairment c. Learning disabilities	Comments	

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15. Are you able to access: <ul style="list-style-type: none"> <li>BSL (British Sign Language) interpreters</li> <li>Signalong (based on BSL)</li> <li>MAKATON (a language programme using signs and symbols to help people to communicate)</li> </ul>	Yes	No
Comments		
16. Where/which organisations might you access the above if you use them?	Comments	
17. Do you have a communication book? <i>NOTE FOR REPS: If they have one, please ask to see it and comment on what you have seen</i>	Yes	No
Comments		
18. If the next of kin/carer of the patient had any communication needs, is information provided to them in a format that is accessible to them?	Yes	No
Comments		
19. How would you know this and would it be on the patients records?	Comments	
20. Is there anything you would like to share with Healthwatch Redbridge?	Comments	

### Information for Manager when leaving

Inform them that we will send a copy of the report within 20 working days for your comments & corrections if necessary.

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## Appendix 4 - Questions for other staff

### Questions for STAFF in GP Surgery

Name of Surgery: \_\_\_\_\_  
 Name of Authorised Representatives: \_\_\_\_\_

Dates: \_\_\_\_\_

	Yes Comments	No Comments
1. Are you aware of the Accessible Information Standard (AIS)?		
2. Have you been provided with training on how to support patients with:  NOTE FOR REPS: <i>If they answer yes, please ask what type of training it was and tick the appropriate box</i> <ul style="list-style-type: none"> <li>Visual impairments: blind &amp; partially sighted                              On-line <input type="checkbox"/>                              Face to face <input type="checkbox"/>                              Both <input type="checkbox"/></li> <li>Hearing impairments: profoundly deaf &amp; hard of hearing                              On-line <input type="checkbox"/>                              Face to face <input type="checkbox"/>                              Both <input type="checkbox"/></li> <li>Learning Disabilities                              On-line <input type="checkbox"/>                              Face to face <input type="checkbox"/>                              Both <input type="checkbox"/></li> </ul>	Yes Comments	No Comments
3. Do you feel that you would benefit from any other training with regard to AIS?	Yes Comments	No Comments
4. How would a patient that has a specific need be identified? <input type="checkbox"/> If had hearing impairments, visual impairments or learning disability? <ul style="list-style-type: none"> <li>Would it be flagged up on the computer system</li> <li>Electronic system</li> <li>A card provided by surgery they show to staff on arrival</li> </ul>	Yes Comments <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No Comments
5. How would a patient with a hearing impairment know that they had been called for their appointment? <i>Please ask staff member to describe this</i>	Yes Comments	No Comments

6. Is there a hearing loop in the surgery, if there is what type of loop is it? <ul style="list-style-type: none"> <li>Fixed/Portable/Both</li> </ul>	Yes Comments	No Comments
7. Are you aware of the ways that information should be provided for people with: <ul style="list-style-type: none"> <li>hearing impairments</li> <li>visual impairments</li> <li>learning disability?</li> </ul> If yes, what are they?  NOTE FOR REPS: <i>If the member of staff is struggling to give some examples you can prompt them.</i> <ul style="list-style-type: none"> <li>Hearing impairments - British sign language, subtitles on TV</li> <li>Visual impairments - Large print or audio</li> <li>Learning disabilities - Easy Read</li> </ul>	Yes Comments	No Comments
8. Do you have a communications book?  NOTE FOR REPS: <i>If they have one, please ask to see it and comment on what you have seen</i> 9. If there was a fire or emergency do you know if there is an appropriate alarm for those with hearing impairments? If yes, what is it? If possible, can you show us? <ul style="list-style-type: none"> <li>Flashing red light</li> </ul>	Yes No Comments	Comments
10. In the event of a fire, what is the procedure for evacuating those who are Deaf or Blind?	Comments	Comments
11. Has there been a fire drill and if yes, did it flag up any problems?	Yes Comments	No Comments
12. Is there anything you would like to share with Healthwatch Redbridge?	Comments	Comments



## Appendix 5 - Questions for Patients

### Questions for PATIENTS at GP Surgery

Name of Surgery: \_\_\_\_\_  
 Name of Authorised Representatives: \_\_\_\_\_  
 Date: \_\_\_\_\_

1. When you registered at the surgery were you asked SPECIFICALLY if you had any: <ul style="list-style-type: none"> <li>• hearing problems</li> <li>• problems with your sight</li> <li>• Or needed easy read information?</li> </ul>	Yes Comments  Yes Comments  Yes Comments	No  No  No
2. How were you asked about this?		
3. Do you HAVE a communication need such as those mentioned above?  <i>NOTE FOR REPS: If the patient answers yes, please continue with the questions, if they answer no, please say "we are here today to speak to patients with communication needs, so we don't need to keep you any longer. Thank you."</i>	Yes Comments - Please state	No
4. Are staff aware of your communication needs?	Yes Please explain	No
5. Do you feel that reception staff are able to help you effectively according to your communication needs?	Yes Please explain	No

5a. Do you feel that the doctors are able to help you effectively according to your communication needs?  5b. Do you feel that the nurses are able to help you effectively according to your communication needs?	Yes Please explain  Yes Please explain	No  No
6. If not, how do you feel this could be improved?	Comments	
7. What, if anything can be done to improve the way information is provided to you? For example: <ul style="list-style-type: none"> <li>• large print,</li> <li>• audio (spoken/recorded information)</li> <li>• easy read</li> </ul>	Comments	
8. Has there ever been a time when your communication needs have not been met? For example, when being called for an appointment or provided with written information	Yes No Please explain	
9. Is there anything else you would like to talk to us about?	_____	

## **Healthwatch Redbridge**

1<sup>st</sup> Floor,  
103 Cranbrook Road  
Ilford, Essex IG1 4PU

020 3874 4120

[info@healthwatchredbridge.co.uk](mailto:info@healthwatchredbridge.co.uk)  
[www.healthwatchRedbridge.co.uk](http://www.healthwatchRedbridge.co.uk)

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