

**Litchdon Medical Centre, Landkey Road,  
Newport, BARNSTAPLE, Devon, EX32 9LL**

Email: d-ccg.AdminLitchdon@nhs.net  
Website: www.litchdonmedicalcentre.co.uk

**TELEPHONE NUMBERS**

**Litchdon Medical Centre**

01271 323443

**Out of Hours**

111

**Fax**

01271 325979

**OPENING TIMES**

**Mon:** 08.15- 18.00

**Tue:** 08.15 - 18.00

**Wed:** 08.15 - 18.00 (evening surgery till 19.30)

**Thu:** 08.15 - 18.00 (evening surgery till 19.30)

**Fri:** 08.15 - 18.00

**Sat:** Closed

**Sun:** Closed

**DISPENSARY**

**Mon:** 08.30 – 18.00

**Tue:** 08.30 – 18.00

**Wed:** 08.30 – 18.00

**Thu:** 08.30 – 18.00

**Fri:** 08.30 – 18.00

**Sat:** Closed

**Sun:** Closed

**OTHER USEFUL NUMBERS**

**North Devon District Hospital**

01271 322577

**Care Direct**

0845 1551007

**Age Concern**

01271 324488

**Alcohol or Drug Problems**

01271 325232

**Barnstaple Chemists (see local press for late nights and weekend rotas)**

Lloyds Litchdon Medical Centre 01271 342434

Lloyds Brannam Square 01271 342076

Boots High Street 01271 326772

Boots Roundswell 01271 328117

Bear Street Pharmacy 01271 342549

**Barnstaple Health Centre**

01271 371761

**Childline**

0800 1111

**PALS (Patient Advice and Liaison Service)**

01271 314090

**PRACTICE STAFF**

Dr Sally Hunt	Senior Partner
Dr George Gardner	GP Partner
Dr Angus Jefferies	GP Partner
Dr Simon Jones	GP Partner
Dr Lucy Dallimore	GP Partner
Dr Sophia Erdozain	GP Partner
Dr Jess Parker	GP Partner
Dr Hazel Warner	GP Partner
Dr Guy Cockcroft	GP Partner
Dr Emily Marsh	GP Partner
Dr Miranda Brice	Salaried GP
Dr Will Carlino	Salaried GP
Sharon Bates	Practice Manager
Anne Parker	Reception Manager
Claire Cutler	Deputy Reception Manager
Sophie McDonald	Nurse Manager
Annette Trainor	Dispensary Manager
Elizabeth Underwood	Deputy Dispensary Manager
Tracy Ladley	Finance Manager
Philip Murray	Hygiene & Maintenance Manager

**Litchdon Medical Centre**

**PRACTICE  
LEAFLET**

**Information for Patients**

The Freedom of Information Act gives you the right to request information held by a public sector organisation. Unless there is a good reason, the organisation must provide the information within 20 working days. Please contact our Reception Team. There may be a charge for this information.

**PARTNERS**

Dr Sally Hunt  
Dr George Gardner  
Dr Angus Jefferies  
Dr Simon Jones  
Dr Lucy Dallimore  
Dr Sophia Erdozain  
Dr Jess Parker  
Dr Hazel Warner  
Dr Guy Cockcroft  
Dr Emily Marsh

**PATIENT PARTICIPATION GROUP**

We are committed to improving the services we provide to our patients. To do this, it is vital that we hear from people about their experiences, views, and ideas for making services better. If you are interested in getting involved please visit the website [www.litchdonpatientsgroup.co.uk](http://www.litchdonpatientsgroup.co.uk) or provide your name, email address and contact telephone number to reception and we will pass these details on to the group coordinator.

## HOW TO REGISTER AS A PATIENT

If you are new to the area and wish to register with one of our GPs please ask at our Reception and fill out a registration form and questionnaire.

## APPOINTMENTS

Our routine appointments are 10 minutes long and are available Monday to Friday between 08.30 and 18.00 with our doctors and nurses. Late appointments are also available on a Wednesday and Thursday from 18.30 to 19.30. These may be booked in person, by phone or online. Please book a separate appointment for each person wishing to be seen.

## TELEPHONE ADVICE

We are also available to give telephone advice. You can book a routine telephone appointment, or if it is urgent, speak to our Same Day Team.

## SAME DAY TEAM

Anyone requesting on the day or urgent care will be dealt with by the Same Day Team who operate in a manner similar to a hospital casualty dept, which means people will be prioritised on the basis of clinical need.

**The Same Day service is not a walk-in service.** It is a telephone service where you need to ring the surgery, the receptionist will take the details and the Doctor or Nurse Practitioner will telephone you back to assess the problem and in many cases they can help you there and then over the phone. Alternatively if needed you will be invited in for a face-to-face consultation that day.

Please help us to provide a safe and timely Same Day service for all our patients by NOT dropping in to be seen by the Same Day Team but telephone the surgery first.

## OUT OF HOURS

If you have an urgent problem when the surgery is closed, **PLEASE RING 111.** Please note that when contacting them, your telephone conversation may be recorded.

## HOME VISITS

Home visits are for patients who are unable to come to the Surgery because of serious illness and infirmity. They should

be requested before 11am if at all possible. Better facilities are available at the Surgery therefore if possible we prefer to see you here. If you do not feel well enough to sit in the waiting room we can make alternative arrangements for your convenience and comfort.

## PRESCRIPTIONS

It is our normal practice to dispense 28 days worth of medication for repeat prescriptions each time.

Requests for repeat prescriptions will be dealt with within 48 hours. If your medication will run out over a weekend or during a Bank Holiday, please take this into consideration and allow extra time to order.

1. You can use our website;

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

You will need to register first and obtain a PIN. Please contact Reception for further information.

2. You can nominate a Pharmacy to order your repeat prescription(s) on your behalf.

3. You can place your prescription request in the box provided in the Litchdon Medical Centre Reception area.

4. You can make a request in writing.

Please note: to avoid the risk of mistakes, we do not accept repeat prescriptions via the telephone.

## DISPENSING

We are a dispensing practice, which means that we are authorised by NHS England to dispense prescribed items to our rural patients who live more than one mile away from a pharmacy/chemist.

Our Dispensary, for rural patients only, is within the main surgery building and is open Monday to Friday from 08.30am till 6.00pm. It is closed at weekends and on Bank Holidays.

We apologise but we are not able to dispense to other patients.

## TEACHING & RESEARCH

We have GP registrars working with us in the surgery. These are qualified doctors completing their training to be independent General Practitioners.

Medical students from Peninsular Medical School also spend part of their training with us.

The Practice is also involved with medical research.

We will always ask your consent with regard to students and

research activities before your involvement. It is your right not to be involved and we respect this.

## DATA PROTECTION

All information held about patients is completely confidential. The Practice is registered under the Data Protection Act 1984. This Act protects data held on the computer system.

## SUMMARY CARE RECORDS

The NHS Summary Care Record is an electronic record of important information about a patient's health; initially it will contain key information including medication, adverse reactions and allergies. This information will be taken from GP Clinical Systems.

Anyone aged 16 and over who is registered with a GP Practice in England will have a Summary Care Record created for them unless they choose to opt-out. Children will also be given an NHS Summary Care Record too. If a parent or legal guardian of a child under 16 feels that their child is old enough to understand and make their own choice about opting-out (Fraser Competent), the parent or legal guardian can arrange for their child to see their GP so that a decision can be made. Healthcare staff will access Summary Care Records using an NHS Smartcard.

Healthcare staff will be required to ask the patient's permission to view their Summary Care Record. They will then be able to share more important information such as diagnoses and test results when necessary, giving a more complete and accurate picture of a patient's health history.

Further information and advice is available by:

Phoning 0845 603 8510 (calls are charged at local rate) or

Visiting the NHS Summary Care Website at:

[www.nhs.uk/summary](http://www.nhs.uk/summary)

## DISABLED ACCESS

We have automatic front door access suitable for wheelchairs. A disabled toilet is also available in the main corridor.

## LANGUAGE LINE

If English is not your first language we regularly make use of a telephone translating service to help when required. This is easy to use and can be arranged in advance. Please ask Reception for details.