#### Dr Veena Sharma

240 Wexham Road Surgery Slough Berkshire SL2 5JP Tel: 01753 517360 Email: <u>240wexham.roadsurgery@nhs.net</u> Website: www.drveenasharma.co.uk

#### **Opening Times:**

Monday	8:00 am – 6:30pm
Tuesday	8:00 am – 6:30pm
Wednesday	8:00 am – 8.00pm
Thursday	8:00 am – 6:30pm
Friday	8:00 am - 6:30pm

Out of hours GP and Nurse Appointments are available at Herschel Medical Centre via the practice reception.

### **Opening Times**

Monday- Friday	6:30pm – 8:00pm
Saturday-Sunday	9:00am- 1:00pm

**Outside of these hours, please call 111:** You will be signposted to a relevant service depending on your needs.

#### How to register as a patient

We welcome new patients who live within our practice area. Patients will be asked to complete a new patient questionnaire and offered a new patient health check. Visit <u>https://drveenasharma.co.uk/</u> or contact reception for further information medical treatment is available from the date of registration.

#### DISABLED ACCESS

Disabled access parking, main entrance door and consulting rooms situated on the ground floor. Disable access toilet with emergency alarm cord situated on ground floor.

# CHAPERONES

All patients are entitled to have a chaperone present for any consultation. Please request this at the time of booking or speak to your GP



Appointments are also available for the following in-house services: Baby Clinic Tuesday/Thursday 9.30am - 2pm

**Chronic Disease Clinics** are led by our GPs, Clinical Pharmacists and Practice Nurses by pre-bookable appointment at the patient's choice of date and time

# CONSULTATIONS

All consultations are by telephone triage, video consultation and face to face at the agreement of patient and clinician. You may request for a clinician of your choice, but when a particular clinician is unavailable another clinician will always see you. All records, personal details and related matters are treated with **complete confidentiality**, which also extends to

We offer routine appointments of 10 minutes. Please ask for an extended appointment if you have a chronic condition or more than one problem to discuss.

children and adolescents aged 12-16 years.

We offer online consultations which can be accessed by our website and clicking on the E consult link: <u>https://drveenasharma.webgp.com/</u>

# HOME VISITS

Home Visits are only available for the housebound, or very frail and elderly patients. If a visit is necessary, please telephone before 10.30am. To give priority to urgent calls, please be prepared to indicate the reason for a visit to the receptionist.

# **REPEAT PRESCIPTIONS**

We are part of the Electronic Prescription Service; please inform us of your nominated Pharmacy. You can also request repeat prescriptions in writing or by Email: 240wexham.roadsurgery@nhs.net

We DO NOT accept telephone requests. Please allow 48 hours before collection.

# TEST RESULTS

Abnormal results are immediately communicated to patients by telephone call, text and letter.

Please ensure we have your current mobile number, landline and up to date address to enable us to contact you.

# GENERAL DATA PROTECTION REGULATION (GDPR)

All information held about patients is completely confidential. Please see the Practice Fair Processing and Privacy notice for further information. Copies are available at reception or online at: <a href="https://drveenasharma.co.uk/">https://drveenasharma.co.uk/</a> The notice also explains your rights in relation to consent to use your information, the right to control who can see your data and how to seek advice and support if you feel that your information has not been used appropriately.

# **RIGHTS & RESPONSIBILITIES OF PATIENTS**

The patient has a right to an appointment with a member of the practice health care team.

The patient has a right to request to speak to a member of staff in private.

The patient has a responsibility to keep any appointment made with any member of the practice team.

The patient has a duty to cancel any appointment made that they are unable to keep at the earliest opportunity – thereby allowing the appointment to be offered to someone else.

#### ACCESSIBLE INFORMATION

The Accessible information Standard aims to ensure that patients (or their carers) who have a disability or sensory loss receive information they can access and understand, e.g.: large print, braille or via email, and professional communication support if they need it, e.g.: from a British Sign Language Interpreter. If you feel this applies to you or someone in your care, please let the practice know or collect a form from the practice to complete and hand in.

#### PARKING

There is no general on-site parking at the surgery. **Parking in front of the building is reserved for Disabled patients. TRANSPORT LINKS** Buses 6 and 7 **Community/Voluntary Transport** Slough Community Transport and Shop Mobility Telephone: 01753 691131 https://www.sloughcommunitytransport.com/

#### PERSONNEL

Dr Veena Sharma - Female MBBS DRCOG Dr H. Sindher - Male MBBS Dr N. Myerscough - Female MBBS Dr M. Gamage - Female MBBS Dr Christine Harvey - Female MB ChB **Practice Manager** Dr Veena Sharma Practice Nurses Irina Rus May Teodore Shanaz Khan Health Care Assistant Emma Murphy Sarah Carter Clinical Pharmacist Ravi Karir MSK Physiotherapist Prashant Sahu Midwife Community Health Visitor Katalin Wallace Social Prescriber Nitasha Sharma Administration Shashi Sharma Secretary Reena Dhir Asst Practice Manager Wendy Chambers **Reception Manager** Elaine Bucknell Receptionists Felcy Da-Cunha Shanaz Khan Jo-Ann Hart Lvnn Coleman **Care Navigator** Tracy Allen Care Coordinator Edrose Sison-Ramos Samantha Murphy Community Matron/District Nurses can be accessed through the practice staff and reception team Midwife Ante-Natal Clinic

Public Health Nursing 4 Slough 224 Berwick Avenue. Slough, SL1 4QT Telephone: 01753 373464 / 0800 7723578

# **OUR SERVICES**

Within the practice there is a special interest and experience in asthma, child development, care of the elderly, neurological medicine, general medicine, obstetrics and gynaecology, diabetes, psychiatry, and substance misuse. Therefore, by appointment we offer

- Maternity Services
- **Contraception Services**
- **Child Health Clinics**
- Immunisation and travel advice
- Phlebotomy
- Smoking Cessation
- Substance Misuse
- Alcohol Misuse

# COMMENTS AND COMPLAINTS

We welcome all feedback from patients, and you are invited to complete a Friends and Family Test response via text message or by visiting https://drveenasharma.co.uk/ following your appointment.

If you wish to complain about any aspect of your care, please contact the practice and we will try to resolve the issue immediately. If you wish to complain formally, we will explain the process that is involved.

Alternatively, you can contact Berkshire NHS Complaints Advocacy service:

Email: www.theadvocacypeople.org.uk Telephone: 0330 40409000.

The advocacy service is a free and confidential service, available to anyone who is unhappy with NHS services.

# **USEFUL TELEPHONE NUMBERS**

#### Hospitals Wexham Park 01753 633000 01753 821441 Upton King Edward VII 01753 860441 Heatherwood 01344 623333

# Safe Sex Berkshire

Garden Clinic

01753 635302

# PALS (Patient Advisory Liaison) for Wexham Park Hospital

Patients Wexham Hospital 01753 633365

# SUPPORT SERVICES

Mental Health and Wellbeing for Adults 01753 690950 Children www.kooth.com 0330 0945717 Samaritans **Domestic Abuse** 0808 2000 247 Relate 01628 625320

Cancer Support Slough Addiction Helpline One Slough Project	01753 634886 01753 692548 01753 944198
https://www.publichealthslough.co.uk/campaigns/one-slough/	
Slough Carers	01753 303428
Slough Social Services	01753 690400
Citizens Advice	0344 245 1289

# Practice Area Map

