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# Improving Practice Questionnaire Report

The Stonebridge Practice

February 2012



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29 February 2012

Dear Ms Okaikoi

This report outlines your patient feedback from the Improving Practice Questionnaire (IPQ). Your survey resulted in the return of 13 online IPQs and 113 paper IPQs. Your results have been illustrated in tables and graphs with associated benchmarks where applicable. Details of score calculation and statistical methods have been provided to help you in the interpretation and understanding of your results. You will also receive an A4 poster summarising your results and a certificate of completion which you may like to display to patients to indicate that you value their views in order to inform positive change within your practice.

If you are carrying out this survey in order to help meet the requirements of the patient participation directed enhanced service (DES) for GMS contract, a guidance template for discussion of these local survey findings and an action plan have been included which may help facilitate discussions with your patient reference group (PRG).

The format of this report has been updated, which we hope will provide you with a clearer picture of performance.

We hope these results give you useful feedback as to how patients rated the practice and its service, and provide you with a basis for reflection. In order for us to improve our services, we would be very grateful if you could complete and return the enclosed feedback form.

Please contact the office on 0845 5197493 or [reports@cfep.co.uk](mailto:reports@cfep.co.uk) if you require further information about your report.

Yours sincerely



Helen Powell  
Survey Manager

# Report Contents

## Introduction

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Explanation of quartiles
Page by page guide to the interpretation of your report
Sample questionnaire
Guidance template for discussion of local survey findings and action plan
Feedback form

## Introduction

### About the IPQ

The IPQ is a well-established questionnaire widely used in the UK.

Since 2004, over 3,000,000 patients have completed an IPQ providing valuable patient feedback to over 4,000 practices and over 16,000 health practitioners, many of these practices and health practitioners having completed the survey on more than one occasion.

Extensive published validation studies (please see <http://www.cfepsurveys.co.uk/library/publications.aspx>) have established that the IPQ is a reliable and sensitive tool: accurately measuring patient satisfaction in designated areas and is sensitive to change - if the IPQ is carried out on more than one occasion any change in patient perception of service can be clearly and reliably monitored.

This report outlines the feedback that has been collected and analysed from a sample of your patients. Full explanation on how to interpret this information can be found in the report. We hope that this feedback is useful and a basis for reflection.

A sample of the IPQ questionnaire is included at the end of this report for reference.

### About the benchmarks

Benchmarks are a useful guide as to how your practice performed in relation to all the practices who have carried out an IPQ survey. Benchmark data provided relates to either all practices or according to practice list size (the practice list size benchmarks displayed in this report are representative of your practice), as we have established this plays a part in scores achieved. However, it should be noted that other factors such as geographical location and clinical setting may also affect scores and benchmarks may not always be truly representative. Furthermore as it is not mandatory for a practice to carry out an IPQ survey, benchmarks provided are effectively based on data collected from a *volunteer* sample. Volunteer samples often perform better than an 'average' sample which could make the benchmarks provided artificially high.

### Your feedback

From the report you will be able to clearly pinpoint areas where you scored well and also those areas where you might feel that improvements may be needed. However, it is advisable to take time to assimilate all the feedback and to avoid scanning the report and noting specific scores on which too much emphasis can be placed. In fact, the clearest reflection of patient satisfaction can often be seen in the frequency and distribution of patient ratings and in their written comments.

A page by page guide to the interpretation of your report has been incorporated in the supporting documentation at the end of this report which you may find useful.

### Other useful information

Together with your report you will receive:

- An A4 poster: to enable you to share the results of your local survey with the patients in your practice.
- A 'Guidance template for discussion of local findings and action plan': completion of which may help you meet the requirements of the patient participation directed enhanced services (DES) for GMS contract, if required.

Your patient feedback

## Your patient feedback

Table 1: Distribution and frequency of ratings, questions 1-28

Question	Poor	Fair	Good	Very Good	Excellent	Blank/spoilt
Q1 Opening hours satisfaction	1	16	45	34	25	5
Q2 Telephone access	28	30	38	20	6	4
Q3 Appointment satisfaction	3	27	42	31	22	1
Q4 See practitioner within 48hrs	28	30	28	26	9	5
Q5 See practitioner of choice	11	27	49	19	14	6
Q6 Speak to practitioner on phone	15	36	29	20	10	16
Q7 Comfort of waiting room	16	29	40	30	9	2
Q8 Waiting time	10	48	37	20	6	5
Q9 Satisfaction with visit	2	9	31	38	41	5
Q10 Warmth of greeting	0	6	35	39	39	7
Q11 Ability to listen	2	7	32	41	38	6
Q12 Explanations	0	8	41	38	35	4
Q13 Reassurance	1	10	33	40	36	6
Q14 Confidence in ability	2	8	29	43	39	5
Q15 Express concerns/fears	0	15	34	35	36	6
Q16 Respect shown	0	4	31	41	45	5
Q17 Time for visit	2	13	37	43	27	4
Q18 Consideration	1	13	36	40	26	10
Q19 Concern for patient	0	11	39	36	28	12
Q20 Self care	1	7	41	34	29	14
Q21 Recommendation	1	10	27	41	40	7
Q22 Reception staff	1	23	37	33	30	2
Q23 Respect for privacy/confidentiality	10	21	38	25	29	3
Q24 Information of services	4	20	45	29	21	7
Q25 Complaints/compliments	4	22	45	28	12	15
Q26 Illness prevention	6	18	39	29	17	17
Q27 Reminder systems	6	13	39	27	31	10
Q28 Second opinion / comp medicine	2	23	39	24	14	24

Blank/spoilt responses are not included in the analysis (see score explanation)

Your patient feedback

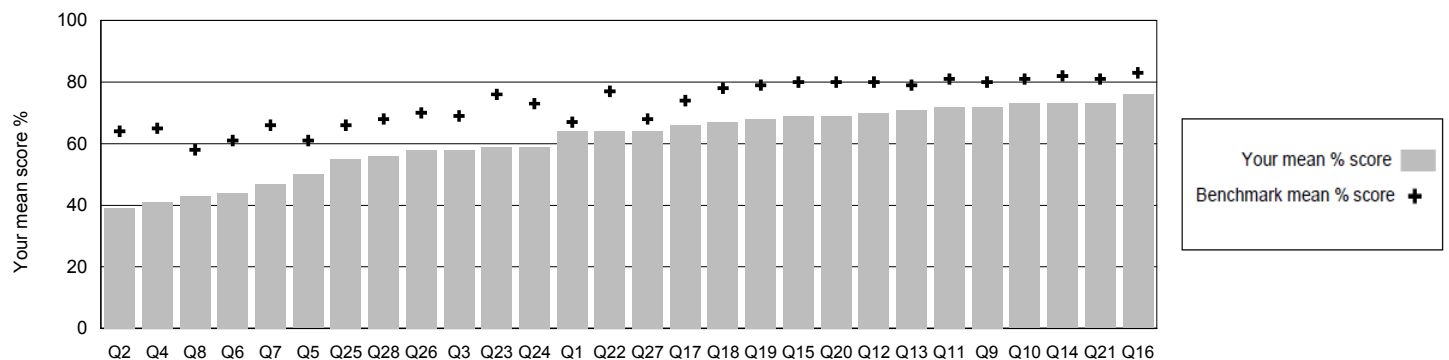
Table 2: Your mean percentage scores and benchmarks from all participating practices

	Your mean score (%)	Benchmark data (%)*					
		National mean score (%)	Min	Lower quartile	Median	Upper quartile	Max
<b>About the practice</b>							
Q1 Opening hours satisfaction	64	67	44	62	66	71	99
Q2 Telephone access	39	64	24	56	64	72	99
Q3 Appointment satisfaction	58	69	37	64	69	74	99
Q4 See practitioner within 48hrs	41	65	25	57	65	72	99
Q5 See practitioner of choice	50	61	24	53	60	69	99
Q6 Speak to practitioner on phone	44	61	31	54	61	67	99
Q7 Comfort of waiting room	47	66	31	61	66	72	100
Q8 Waiting time	43	58	24	51	57	63	99
<b>About the practitioner</b>							
Q9 Satisfaction with visit	72	80	49	76	80	84	99
Q10 Warmth of greeting	73	81	50	78	82	86	99
Q11 Ability to listen	72	81	50	78	82	86	100
Q12 Explanations	70	80	49	77	81	84	100
Q13 Reassurance	71	79	49	75	79	83	100
Q14 Confidence in ability	73	82	50	79	83	86	100
Q15 Express concerns/fears	69	80	50	76	80	84	100
Q16 Respect shown	76	83	50	80	84	88	100
Q17 Time for visit	66	74	46	70	74	79	100
Q18 Consideration	67	78	48	74	78	82	100
Q19 Concern for patient	68	79	48	75	79	83	100
Q20 Self care	69	80	51	78	81	85	99
Q21 Recommendation	73	81	46	77	81	85	100
<b>About the staff</b>							
Q22 Reception staff	64	77	40	72	76	81	99
Q23 Respect for privacy/confidentiality	59	76	45	72	76	80	100
Q24 Information of services	59	73	43	69	73	77	100
<b>Finally</b>							
Q25 Complaints/compliments	55	66	42	62	66	71	100
Q26 Illness prevention	58	70	46	66	69	73	100
Q27 Reminder systems	64	68	43	63	67	72	99
Q28 Second opinion / comp medicine	56	68	44	63	67	72	99
Overall score	61	73	46	69	73	77	100

Your mean score for this question falls in the highest 25% of all means  
 Your mean score for this question falls in the middle 50% of all means  
 Your mean score for this question falls in the lowest 25% of all means

\* Based on data from 3,027 practices surveyed between April 2008 and March 2011 with 25 or more responses. Please note the reliability of your patient feedback may be marginally reduced if less than 25 patient ratings per question is achieved (see table 1). In the event that there are less than 5 patient responses for any question, the corresponding score will not be illustrated. Please see the supporting documents at the end of this report for percentage score calculation and quartile information.

Graph 1: Your mean percentage scores in ascending order of performance with benchmark mean scores from all participating practices



## Your patient feedback

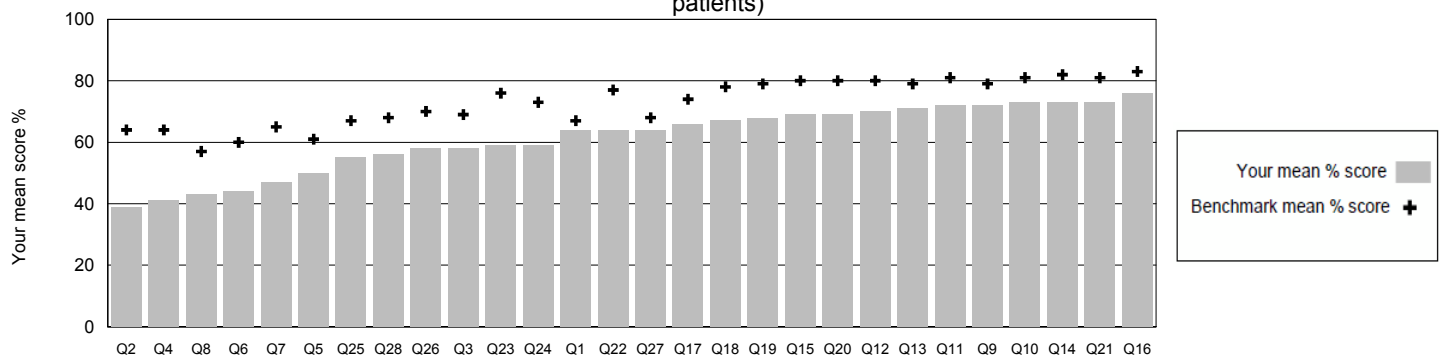
Table 3: Mean percentage scores and benchmarks by practice list size (4001-6000 patients)

	Your mean score (%)	Benchmark data (%)*					
		National mean score	Min	Lower quartile	Median	Upper quartile	Max
<b>About the practice</b>							
Q1 Opening hours satisfaction	64	67	46	62	66	71	94
Q2 Telephone access	39	64	30	57	66	72	91
Q3 Appointment satisfaction	58	69	44	64	69	74	94
Q4 See practitioner within 48hrs	41	64	28	57	64	72	95
Q5 See practitioner of choice	50	61	34	54	61	67	89
Q6 Speak to practitioner on phone	44	60	34	55	61	66	86
Q7 Comfort of waiting room	47	65	38	60	67	71	96
Q8 Waiting time	43	57	31	51	57	63	91
<b>About the practitioner</b>							
Q9 Satisfaction with visit	72	79	53	76	80	84	96
Q10 Warmth of greeting	73	81	52	78	82	85	96
Q11 Ability to listen	72	81	51	78	82	86	95
Q12 Explanations	70	80	51	77	81	84	94
Q13 Reassurance	71	79	52	75	79	83	95
Q14 Confidence in ability	73	82	53	79	83	86	95
Q15 Express concerns/fears	69	80	52	76	80	84	95
Q16 Respect shown	76	83	54	80	84	87	96
Q17 Time for visit	66	74	50	69	74	78	93
Q18 Consideration	67	78	50	74	78	82	94
Q19 Concern for patient	68	79	51	75	79	83	95
Q20 Self care	69	80	63	78	80	85	92
Q21 Recommendation	73	81	51	77	82	85	96
<b>About the staff</b>							
Q22 Reception staff	64	77	53	73	77	81	95
Q23 Respect for privacy/confidentiality	59	76	56	72	76	80	96
Q24 Information of services	59	73	54	70	73	77	95
<b>Finally</b>							
Q25 Complaints/compliments	55	67	47	63	67	70	93
Q26 Illness prevention	58	70	50	67	70	73	94
Q27 Reminder systems	64	68	50	64	68	72	95
Q28 Second opinion / comp medicine	56	68	50	64	68	71	93
Overall score	61	73	51	69	73	77	94

Your mean score for this question falls in the highest 25% of all means  
 Your mean score for this question falls in the middle 50% of all means  
 Your mean score for this question falls in the lowest 25% of all means

\* Based on data from 603 practices surveyed between April 2008 and March 2011 with 25 or more responses. Please note the reliability of your patient feedback may be marginally reduced if less than 25 patient responses per question is achieved. In the event that there are less than 5 patient responses for any question, this score will not be illustrated. See the supporting documents at the end of this report for percentage score calculation and quartile information.

Graph 2: Your mean percentage scores in ascending order of performance with benchmark mean scores by list size (4001-6000 patients)





## Your patient feedback

Table 4: Your patient demographics

Number of patient responses by category, your mean percentage scores and benchmarks by practice list size (4001-6000 patients)

	Number of responses	Your mean score (%)	Benchmark data (%)*					
			National mean score (%)	Minimum	Lower Quartile	Median	Upper Quartile	Maximum
<b>Age</b>								
Under 25	9	64	70	46	65	71	75	98
25 - 59	80	59	72	51	68	72	76	94
60 +	30	65	76	53	72	76	80	92
Blank	7	66	71	42	65	72	78	100
<b>Gender</b>								
Female	84	61	72	52	69	73	77	95
Male	32	65	74	48	70	74	78	93
Blank	10	56	71	47	65	72	77	96
<b>Visit usual practitioner</b>								
Yes	77	64	74	53	71	75	78	93
No	25	58	68	37	64	69	73	96
Blank	24	56	71	45	66	71	76	95
<b>Years attending</b>								
< 5 years	26	63	72	46	68	73	77	97
5 - 10 years	23	63	72	37	68	73	77	91
> 10 years	66	61	74	52	70	74	78	93
Blank	11	57	71	45	65	72	77	96

\* Based on data from 603 practices surveyed between April 2008 and March 2011 with 25 or more responses.

Demographic category mean percentage scores are calculated from all the ratings from all questions for that demographic group.

Please note the reliability of your patient feedback may be marginally reduced if less than 25 patient ratings per category is achieved. In the event that there are less than 5 patient responses for any question, the corresponding score will not be illustrated.

Please see the supporting documents at the end of this report for percentage score calculation and quartile information.

## Your patient feedback

All written patient comments have been included in their entirety but details which could identify a specific patient have been removed to ensure anonymity.

## Comments about how the practice could improve

- Please make sure that the toilets are able to flush and soap to make sure that hands are washed and a water fountain would be nice.
- Having earlier opening for people who work and a better system for emergency appointments. You could wake up unwell and can't get an appointment even if it's an emergency.
- The chairs are too close to each other in the patient area and you can't sit down properly. We need a wider space.
- Getting through on the telephone rather than coming to office to make an appointment.
- We do not get appointments easily, we have to wait for few days even if our condition is bad and they never pick up the phone in hurry.
- Waiting area.
- Good.
- More staff on reception.
- The amount of time given to see the doctor could be shorter.
- To be able to make appointments over the phone or order repeat prescriptions.
- Medical/health. Good facilities and equipment. Excellent customer service.
- There should be a reception telephonist to deal with phone calls only and not left to receptionists to see to waiting patients and answer the telephone at the same time. It would save having to wait 5/6/7 minutes to get an answer. Receptionists always polite.
- There should be no more than one person standing at the reception desk at any given time. There are too many people standing around the reception area when there are vacant seats. Self-checking is being ruined by other people standing too close.
- The practice can improve the service. Give some more appointments for the people because the waiting time for one appointment is about 2 weeks time.
- The reception waiting area needs improving. Not enough space.
- I don't know but to help to keep it up for the staff and patients.
- More staff.
- Very good.
- Better reception staff are needed.
- Things have really improved and I hope they continue with the excellent service.
- Expand the size of the reception waiting area to reflect the size of the surgery, when taking an emergency appointment, don't offer an appointment with nurse for 4 days time. Make appointment available within 3 days not appointment in 7 days. Employ security so patients don't walk in the room when I am having a private appointment with the doctor.
- It is very hard to get emergency appointments. It is a problem to see a doctor. Also asking the patient to reveal why they need to see the doctor is very off putting.
- By giving full and necessary information regarding appointment.
- It takes far too long to contact the practice by phone.
- Open more hours and more staff at peak times.
- More staff on the desk.
- Calling for appointments can be difficult because you usually have to wait 8-9 days before you can see a doctor.

## Your patient feedback

All written patient comments have been included in their entirety but details which could identify a specific patient have been removed to ensure anonymity.

### Comments about how the practice could improve

- I believe and feel some of the receptionists are unable to think outside the box (they cannot help with exceptional and sometimes simple issues that is not normal). There should be more flexibility to see the doctor of your choice.
- More flexible hours for working people.
- I think a little more time and patience would be nice. A little helpfulness and politeness will go a long way. We are not all clued up and sometimes a little slower. It is a difficult job dealing with the public, thank you.
- Bigger waiting area as too cramped when busy.
- I find it very difficult to get through on the phone. Sometimes I have to ring 3 times before I get someone to answer.
- A bit more confidentiality when speaking to the receptionist. Do not want other patients to hear my concern.
- Everything is excellent.
- So far is very good.
- More privacy of reception area. Hard to get someone to answer phone when I call.
- Appointment time to see a doctor should be put within one week.
- Very good practice doctors are so good. Staff show so much respect. Practice Manager is so helpful.
- Bigger reception area, crowded.
- Phone service can be better.

## Your patient feedback

All written patient comments have been included in their entirety but details which could identify a specific patient have been removed to ensure anonymity.

## Comments about how the doctor/nurse could improve

- Just keep up the good work.
- The office areas are too small for the staff to work in and they are not safe. Anybody can attack them. Now the office has made the counter too low and when you are talking to them everybody is listening to your privacy.
- I am sure they are doing their best.
- My doctor is a very understanding person and explains things to me which makes me happy and most of all has a lot of patience with me. I am happy that this is my doctor.
- Good.
- On many times I need a doctor for myself and child and not able to get for both. It would be nice if doctor attends to both same time.
- Very good service - I think the idea of one ailment talking to the doctor is rather stupid, to have to make another appointment - total waste of doctor's time.
- If the nurse or doctor is running late, an alternative appointment should be offered, thereby allowing the patient to feel comfortable with their appointed time, so they can utilise their time to clarify issues, instead of feeling rushed.
- They can improve having more time with the patient and being able to see more than one problem per appointment.
- The nurse is very well, is good, is the best.
- I found the nurse I saw this morning as a very caring person. Made me feel very relaxed. Has a lovely happy and caring nature. An excellent nurse.
- To give them all the support they need.
- More staff.
- Nothing, keep up with the excellent service. Thank you.
- Doctor must check that they complete important paperwork such as referrals and check they have sent it off to the correct person. When I arrive on time or before my appointment time, I do not want to wait a further 30 minutes past my appointment time. Increase the amount of doctors in the practice so these situations do not constantly keep happening, this is frustrating.
- Patients should never have to wait 3 weeks to see a doctor. The doctor needs to remove barriers for preventing patients to get an appointment. GPs need to see patients who are ill, not patients who are at the surgery every day. GPs need to pay attention to patients who ask to be seen on rare occasions. The appointment wait is too long.
- The nurse is fine and compassionate. The doctor is new but on the few occasions I have seen them I am confident and happy with their help.
- My concern is about test results. Should be let known to the patient the result even if the test has shown nothing wrong with the patient.
- Maybe listen a bit more to what I feel and say.
- Doctor does a good job with speaking and explaining my situation.
- Good job.
- Good.
- Continue to listen and intervene.
- More staff.

Supporting documents

## Supporting documents

### Details of score calculation

The score provided for each question in this questionnaire is the mean (average) value of all of the ratings from all patients who completed the question. It is expressed as a percentage - so the best possible score is 100%.

Example using data from your Q1 Opening hours satisfaction

Total number of patients responses = 126

Questionnaire rating scale	Poor	Fair	Good	Very Good	Excellent	Blank/spoilt
Number of ratings	1	16	45	34	25	5

Value assigned to each rating	0	25	50	75	100	n/a

$$\frac{\text{(number of Poor ratings x 0) + (number of Fair ratings x 25) + (number of Good ratings x 50) + (number of Very Good ratings x 75) + (number of Excellent ratings x 100)}}{\text{(Total number of patient responses - number of blank/spoilt)}} = \frac{(1 \times 0) + (16 \times 25) + (45 \times 50) + (34 \times 75) + (25 \times 100)}{(126 - 5)} = 7,700/121$$

Your mean percentage score for Q1 = 64%

### Explanation of quartiles

In statistics a quartile is any one of the three values that divide data into four equal parts, each part represents ¼ of the sampled population.

Quartiles comprise:

- Lower quartile, below which lies the lowest 25% of the data
- The median, cuts the data set in half
- Upper quartile, above which lies the top 25% of the data

Please note that the benchmarks presented in this report are based on data obtained from a volunteer sample of practices, and as such may be artificially high.

Question	Your mean score (%)
Q1 Opening hours satisfaction	64

Benchmark data (%)*				
Min	Lower quartile	Median	Upper quartile	Max
44	62	66	71	99

\* Based on data from 3,027 practices surveyed between April 2008 and March 2011 with 25 or more responses.

## Supporting documents

Page by page guide to the interpretation of your report

## Page 1

The frequency distribution table (table 1) shows the number of patient ratings from poor to excellent and the number of 'blank/spoilt' responses for every question (a blank response is where a patient did not respond to the question and a spoilt response is where more than one tick box option was chosen or if the questionnaire was defaced). If these values are added up, for any one question, this will equate to the total number of patients surveyed (shown in the top right hand corner of the page). This table clearly shows the degree of satisfaction patients have with each aspect of the practice considered. Please note the spread of the ratings. Are they widely spread or closely packed around one or two specific ratings? One or two higher or lower ratings can make a big difference to your mean percentage scores illustrated in tables 2 and 3.

## Page 2

The mean percentage score and benchmark table (table 2) illustrates your mean percentage scores for each question calculated from the data in table 1. Each score is the mean (average) score calculated from valid patient ratings (i.e. not the blank/spoilt responses) expressed as a percentage (see score calculation sheet also in the supporting document section of your report). It has been established by our statisticians that the reliability of your patient feedback for any one question may be marginally reduced if less than 25 valid patient responses is achieved (this number can be determined from table 1). In the event that there are less than 5 patient responses, the corresponding score for the question will not be illustrated.

Your scores have been displayed in colour coded boxes to indicate how your score falls within the benchmark data (within the highest 25%, the middle 50% or the lowest 25% of all the mean percentage scores achieved by all practices in the benchmark sample). The provenance of the benchmark data is provided in the footer below the table.

Graph 1 illustrates your mean percentage scores in ascending order of performance with benchmark means from all participating practices.

## Page 3

Table 3 and graph 2 are the same as for page 2, but with benchmarks provided relevant to your practice list size. Evidence indicates that practices with smaller list sizes tend to perform better than those with larger list sizes.

## Page 4

Table 4 shows the number of patient responses from each 'demographic' group detailed on the questionnaire i.e. age, gender, if the patient saw their usual practitioner or not and the number of years attending the practice. Demographic category mean percentage scores are calculated from all the ratings from all questions for that demographic group.

Associated benchmark mean scores relevant to your practice list size are also provided.

The same criteria concerning reliability of the feedback as explained in Page 2 above applies.

## Page 5

Patient comments usually reflect scores achieved. The IPQ was designed to simulate the patient's chronological journey through their visit to the practice. Although the questions in the IPQ are generic, comments can pinpoint specific issues identified by the patient from any part of this journey. If there is a particular problem within the practice e.g. getting through in the morning on the telephone or the lack of chairs in the waiting room suitable for the elderly, this can be clearly picked up in the themes and frequency of comments.

In order to ensure patient anonymity, any personal identifiers are removed. In the unlikely event that we receive a written comment which might relate to serious professional misconduct (e.g. allegations of sexual assault), the comment would be referred to our Clinical Associate who would discuss the matter with you.

# Improving Practice Questionnaire



PRACTICE USE ONLY	Org ID
	Survey ID
	Practitioner ID

## You can help this general practice improve its service

- This practice would welcome your honest feedback
- Please read and complete this survey after you have seen the
- No-one at the practice will be able to identify your personal responses
- Once completed, please return this survey to reception in the envelope provided

Please mark the box like this  with a ball point pen. If you change your mind just cross out your old response and make your new choice.

**When giving your feedback, please only consider the consultation you have had today.**

### About the practice

	Poor	Fair	Good	Very good	Excellent
1 Your level of satisfaction with the practice's opening hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Ease of contacting the practice on the telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Satisfaction with the day and time arranged for your appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Chances of seeing a doctor/nurse within 48 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Chances of seeing a doctor/nurse of <u>your</u> choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Opportunity of speaking to a doctor/nurse on the telephone when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Comfort level of waiting room (e.g. chairs, magazines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Length of time waiting in the practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### About the doctor/nurse (whom you have just seen)

	Poor	Fair	Good	Very good	Excellent
9 My overall satisfaction with this visit to the doctor/nurse is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 The warmth of the doctor/nurse's greeting to me was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 On this visit I would rate the doctor/nurse's ability to really listen to me as	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 The doctor/nurse's explanations of things to me were	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 The extent to which I felt reassured by this doctor/nurse was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 My confidence in this doctor/nurse's ability is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 The opportunity the doctor/nurse gave me to express my concerns or fears was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 The respect shown to me by this doctor/nurse was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 The amount of time given to me for this visit was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE ONLY  
PLEASE DO NOT COPY

Please turn over ↶







**About the doctor/nurse (continued....)**

		Poor	Fair	Good	Very good	Excellent
18	This doctor/nurse's consideration of my personal situation in deciding a treatment or advising me was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	The doctor/nurse's concern for me as a person on this visit was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	The extent to which the doctor/nurse helped me to take care of myself was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	The recommendation I would give to my friends about this doctor/nurse would be	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**About the staff**

		Poor	Fair	Good	Very good	Excellent
22	The manner in which you were treated by the reception staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Respect shown for your privacy and confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Information provided by the practice about its service (e.g. repeat prescriptions, test results, cost of private certificates etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SAMPLE ONLY  
PLEASE DO NOT COPY**

**Finally**

		Poor	Fair	Good	Very good	Excellent
25	The opportunity for making compliments or complaints to this practice about its service and quality of care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	The information provided by this practice about how to prevent illness and stay healthy (e.g. alcohol use, health risks of smoking, diet habits etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	The availability and administration of reminder systems for ongoing health checks is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	The practice's respect of your right to seek a second opinion or complementary medicine was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any comments about how this **practice** could improve its service?

Any comments about how the doctor/nurse could improve?

*The following questions provide us only with general information about the range of people who have responded to this survey. No one at the practice will be able to identify your personal responses.*

<p>How old are you in years?</p> <p><input type="checkbox"/> Under 25</p> <p><input type="checkbox"/> 25-59</p> <p><input type="checkbox"/> 60+</p>	<p>Are you:</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>	<p>Was this visit with your usual clinician?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>How many years have you been attending this practice?</p> <p><input type="checkbox"/> Less than 5 years</p> <p><input type="checkbox"/> 5-10 years</p> <p><input type="checkbox"/> More than 10 years</p>
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**Thank you for your time and assistance**



# Guidance template for discussion of local survey findings and action plan for 2011/2012 and 2012/2013

Completing this form will help you meet the requirements of the patient participation directed enhanced service (DES) for GMS contract (April 2011).  
Please retain this form for future reference and to present to your PCT if required.

## **PART 1: 2011/2012**

### **A. Discussion of local practice survey findings**

1. Patient reference group (PRG) members present:

2. Practice staff (and designation) present:

3. Please state your key findings from this local survey – look at the report as a whole to include written patient comments in order to obtain a complete picture of performance (see guidance in the introduction of the report).

4. Which responses were most positive?

5. Which responses were least positive?

6. In which areas did you deviate most from the national benchmark? Can you explain why this might be?

7. What are the main priorities identified by the PRG?

8. What are the main priorities identified by practice staff?

## B. Action plan: 2011/2012

Which areas did you mutually agree as priorities for action and intervention? Please complete the table below.

Priority for action	Proposed changes	Who needs to be involved?	What is an achievable time frame?

Does your PCT (or similar body) need to be contacted?

(This would only be the case if a practice proposes significant change and PRG agreement has not been obtained. Changes which impact on contractual arrangements also need to be agreed with the PCT).

### Your details

Name:

Practice address:

Job title:

Practice name:

PCT (or similar body name):

Your signature:

## PART 2: 2012/2013

(To be completed after completion of second survey)

### **A. Discussion of local practice survey findings**

1. Patient reference group (PRG) members present:

2. Practice staff (and designation) present:

3. What activities have you undertaken to address issues raised by your last survey which were deemed as priority by your PRG and your practice staff?

Patient experience issue	What has been done to address this?

4. Do the results of this survey reflect these activities? (Please look at the report as a whole to fully determine this).

5. In which areas have you seen most change?

Last survey (2011/2012)	This survey (2012/2013)

6. What are the main priorities identified by the PRG? (These may be the same as for the last survey or other areas may now be deemed more significant).

7. What are the main priorities identified by practice staff?

## B. Action plan: 2012/2013

Which areas did you mutually agree as priorities for action and intervention? Please complete the table below.

Priority for action	Proposed changes	Who needs to be involved?	What is an achievable time frame?

Does your PCT (or similar body) need to be contacted?

(This would only be the case if a practice proposes significant change and PRG agreement has not been obtained. Changes which impact on contractual arrangements also need to be agreed with the PCT).

### Your details

Name:

Practice address:

Job title:

Practice name:

PCT (or similar body name):

Your signature:

# Feedback Form



At CFEP UK Surveys, we are continually striving to improve our service and would welcome any feedback you can give us so we can use this to shape our future work programme and support services.

	Poor	Fair	Good	Very good	Excellent
1(a). Please rate your overall experience of carrying out this survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1(b). Please comment on what you feel were the positive aspects of the survey

1(c). Please comment on any aspects of the survey which you feel could be improved

	Not useful	Fairly Useful	Useful	Very useful
2(a). How useful did you find the feedback report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2(b). Please comment below on your response in 2(a)

	Yes	No
3(a). Did the results of your survey encourage you to make any changes to your practice?	<input type="checkbox"/>	<input type="checkbox"/>

3(b). Please comment below on your response in 3(a)

**Thank you for your feedback. Please return this form to:-  
CFEP UK Surveys,1 Northleigh House,Thorverton Road,Matford Business Park,Exeter,EX2 8HF**

- Please tick here if you do not wish for us to contact you regarding the service we have provided for you.
- We may wish to use the information you have provided as anonymous quotations. If you would prefer us not to use the information you have provided in this way, please tick here.



# *Certificate of Completion*

This is to certify that

**The Stonebridge Practice**

150 Hilltop Avenue  
London  
NW10 8RY

**Practice List Size: 4892**

**Surveys Completed: 126**

has completed the

## **Improving Practice Questionnaire**

Completed on 29 February 2012



**Michael Greco**  
Director



Thank you to all patients who participated in this survey.  
By letting the practice know your views, positive changes can be made for the benefit of all patients.