

Kingston GP Chambers Leadership Roles

Clinical leads		
Kingston Educational Centre	Branka Polomcic	b.polomcic@nhs.net
Extended/enhanced access and minor illness GPwER	Richard Hughes	richard.hughes7@nhs.net
	Anthony Hughes	anthonyhughes@nhs.net

Safeguarding		
Child safeguarding lead	Jonathan Edwards	jonathan.edwards@nhs.net
Adult safeguarding lead	Jonathan Edwards	jonathan.edwards@nhs.net
Child safeguarding deputy lead	Anthony Hughes	anthonyhughes@nhs.net
Child safeguarding deputy lead	Anthony Hughes	anthonyhughes@nhs.net
Administrative contact	Ann Cox	ann.cox7@nhs.net

Infection control		
Infection control lead	Diane Umuhoza	d.umuhoza@nhs.net
Deputy infection control lead	John Samuels	john.samuel2@nhs.net

Complaints and significant events		
Complaint lead	Adam O'Donnell	Adam.odonnell@nhs.net
Significant event lead	Adam O'Donnell	Adam.odonnell@nhs.net

Information Security leads		
Caldicott Guardian	Dhiren Shah	dshah@nhs.net
Data protection officer	Chris Warren	chris.warren@nhs.net

Whistleblowing/Freedom to speak up		
whistleblowing lead	Anthony Hughes	anthonyhughes@nhs.net
Freedom to speak up general contact		SWLFTSUGuardian@SWLondon.nhs.uk
Freedom to speak up contact	Leigh Whitbread	leigh.whitbread@swlondon.nhs.uk 020 7360 9313
Freedom to speak up contact	Ben Luscombe	ben.luscombe@swlondon.nhs.uk 07818 077 428

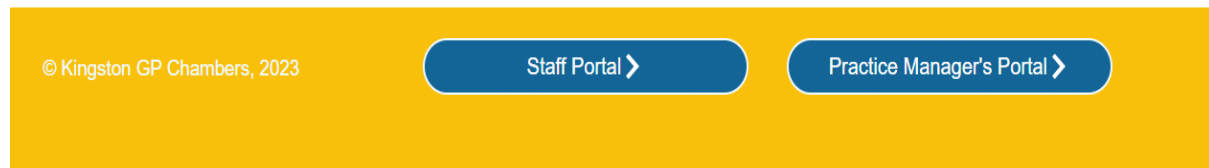
Important information for Chambers staff

Online staff portal

All staff must ensure they are familiar with the online staff portal. The portal contains all information you will need for your role, including policies and procedures, IT guides, details about your employment, clinical updates.

The portal is accessed via our website: www.kingstongpchambers.co.uk.

Scroll to the bottom of the home page, click on “Staff Portal”



This will take you through to a log-in screen, **the password is: KGPC**

Below is a summary of key information. Comprehensive policy documents are available on the staff portal

Safeguarding (both adult and child)

All safeguarding concerns should be immediately raised with the Child and Adult **Safeguarding Lead, Jonathan Edwards** (jonathan.edwards@nhs.net) and KGPC's Joint COO Ann Cox (ann.cox7@nhs.net) should also be notified. The **Deputy lead for Child and Adult Safeguarding is Anthony Hughes** (anthonyhughes@nhs.net)

Copies of Kingston GP Chambers Child and Adult Safeguarding policies are available on the staff portal.

Two Week Wait referrals

Two Week Wait (or any other urgent referrals) will be made by patients' registered GP. The need for a referral must be clearly documented in the patient's notes and in addition, GPs must notify the receptionist who is on shift on the day and also email the details of the patient to: swlicb.chambersextendedhours@nhs.net with “2 week wait referral” as the email subject.

Reception staff should:

- Send a copy of the consultation letter to the patient's own GP practice either direct via EMIS or by email if the practice is out of area. Staff should click URGENT on the send screen when the letter is sent.
- Call the practice when sending the consultation letter to let them know that a two week wait has been requested.

- Log each of the two week wait request on the two week wait referral spreadsheet under the relevant service tab

A copy of Kingston GP Chambers two week wait referral policy is available on the staff portal.

Learning Events

Any incident which may be considered a learning event must be raised with KGPC's Governance Lead, **Adam O'Donnell** (adam.odonnell@nhs.net) as soon as practicable. Adam will then advise on any further action required.

Copies of Kingston GP Chambers learning event form and policy are available on the staff portal.

Complaints

The relevant **Service Manager** should be made aware of all patient complaints in the first instance. They will then advise you of any further action required.

If the patient concerned requires information about the complaints process, they should be provided with our complaints leaflet.

Copies of Kingston GP Chambers learning event form and policy are available on the staff portal.