



RODNEY STREET

*Sessional and Occasional
Consulting Rooms*

Information Pack 2018





RODNEY STREET

Providing luxurious private medical consulting facilities on Rodney Street, renowned in Liverpool as an area of medical excellence. Number 88 is situated by the old Cathedral, close to the main railway stations and is only a short walk from Liverpool town centre.

Our prestigious Grade II listed Georgian building has offered consulting facilities to the medical community for many years and the name and reputation of 88 Rodney Street and its direct link with 10 Harley Street, is greatly respected throughout the profession.

Rooms are sympathetically decorated in keeping with the ethos of a grand building whilst remaining clinically appropriate to the specialty, allowing the user to present their private practice professionally in pleasant surroundings.

Medical Consulting Facilities and Therapy Rooms

88 RODNEY STREET offers over 20 sessional and occasional consulting rooms on flexible terms.

Rooms vary in size and style and on a Sessional Licence you can normally choose the same room each time you visit or have an available room allocated for you on booking.

Rooms are equipped for clinical use and examination. A lift serves all floors.

There are no set up costs and with flexible licencing options, the most cost effective solutions are available to you.

Administrative services include reception/meet and greet duties and if required a personalised telephone answering service which will ensure your calls are answered with your practice name and transferred to other locations. There is also an option to take on an appointment management service.

Opening Hours

WEEKDAYS

9am to 9pm

Excluding Public and Bank

Holidays when the house is closed.

SATURDAY

9am to 5.30pm

SUNDAY

By prior arrangement only

Sessional Details

MONDAY – FRIDAY

Morning: 9am to 1pm

Afternoon: 1.30pm to 5.30pm

Evening: 6pm to 9pm

SATURDAY

Morning: 9am to 1pm

Afternoon: 1:30pm to 5:30pm

Other times by arrangement.

Catered conference and seminar facilities are available on request.



RODNEY STREET

A Licence to Practice

- 88 RODNEY STREET offer sessional and occasional consulting rooms on flexible terms.
- Rooms are available only to licensed Medical Practitioners and Therapists who wish to utilize medical consulting facilities in Liverpool.
- Although the facilities do not require independent CQC registration, clinics and individuals who work in the building who do not hold CQC registration, are expected to abide by the signed conditions which accompany the licence and maintain clinical standards in keeping with CQC guidelines.
- Rooms vary in size and style and with some licencing options there is flexibility to either book the same room each time you visit, or have an available room allocated for you on booking.
- Administrative services include : security, meet and greet, reception duties, personalised telephone answering service which will ensure your calls are answered with your practice name and calls transferred to other locations.
- Additional office and secretarial services available on request including an appointment booking and management service and accounts clerk.

Viewing the house

We offer house viewings strictly by appointment only.

If you wish to make an appointment, please contact :

Mrs Vanessa Lovejoy, House Manager

Email : info@tenharleystreet.co.uk

Tel : (+44) 020 7467 8301

**On your first appointment please bring photo ID*

Accreditation Criteria

The international reputation of 88 Rodney Street and those who work with us is of paramount importance and we demand the highest possible standards of practitioners who use our facilities. All applicants must satisfactorily fulfil the accreditation criteria and provide current original documentary evidence from the list below:

- Photographic ID - Passport or driving licence
- Proof of UK residency and right to work if necessary
- GMC registration certificate or accreditation certificate from equivalent recognised professional body
- Professional indemnity insurance certificate
- Current Curriculum Vitae
- Proof of UK residential address – Utility bill

We also accept accreditation and current registration with the following professional bodies:

- BACP
- BABCP
- British Association for Counselling
- Complementary Natural Healthcare Council
- General Medical Council
- Health Professionals Council
- London College of Clinical Hypnosis / British Society of Clinical Hypnosis
- The Association of Traditional Chinese Medicine and Acupuncture UK
- The British Acupuncture Council
- The British Osteopathic Association
- The British Psychology Society
- The Complementary Medical Association
- The General Chiropractic Council
- UKCP



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Summary of Licence Options

FEATURES	OCCASIONAL LICENCE	SESSIONAL LICENCE
Deposit required	£250: x 1 £400: x 2 or more Corporate / Overseas: £750	15% of annual value of licence
Monthly Licence Fee	£52	£52
Rates per Hour	£16	From £10 depending on size of the room
Personalised Telephone Number and Use of Address on Stationery	Included	Included
Appointment Making Service	Optional	Optional
Same Room Guaranteed at Each Visit	No	Yes
Reductions Apply to Additional Hours	N/A	Yes
Notice Required to Upgrade	No	Not applicable
Notice required to 'Trade Down' or Leave (After Initial Three Month Commitment)	3 months	3 months
Up to Six Nominated Consultants* Permitted on One Licence (*Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company)	Yes	Yes



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Occasional User Licence Option in detail

Licence fee: £52/month

Deposit: £250 for one practitioner | £400 for two or more practitioners | £750 Corporate/Overseas

Hourly rates: £16/hour at all other times

Benefits

- Total flexibility –use time as little or as often as you wish.
- Immediate access as required, even at short notice.
- Cost-effective - you only pay for the time you use or reserve.
- Charges are calculated by the quarter hour (minimum charge = 1 hour).
- Short 3 month notice period to terminate your Licence (**after initial commitment of 3 months has expired**).
- Add up to 6 Nominated Consultants* to your Licence, enabling you to share the cost of the Licence fee.

*(*A Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company).*

Limitations

- You may be offered a different room each time you book.
- Other Licensing options may carry lower hourly rates. We recommend that you estimate your usage conservatively and discuss this prior to signing your licence agreement. You can upgrade to another Licence in due course.
- From the 3rd month of your Licence, we include a charge for minimum 2 hours' use for a single user, or a charge of 4 hours' use with 2 users and then 1 additional hour's use for each subsequent user up to a maximum.
- An Appointment Booking service is an optional additional service. If you need this support, our experienced Medical Secretaries are available to discuss the provision of a diary service and accounts clerk at an optional extra cost – (please see **Tariff Sheet**).



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Sessional User Licence Option in detail

Licence fee: £52/month

Deposit: 15% of annual value of Licence

Hourly rates: Sliding scale depending on size and location of preferred room and consulting time.

SESSIONAL DETAILS:

MONDAY - SUNDAY Morning: 9am to 1pm | Afternoon: 1.30 pm to 5.30 pm

MONDAY - FRIDAY Evening: 6pm to 9pm

Benefits

- Enjoy some of the lowest possible hourly rates when more than one session is taken.
- Additional hours are charged at an advantageous rate (see **Tariff Sheet**).
- Where possible use of the same room at each of your sessions.
- Storage space (where available) is offered free of charge.
- Short 3 month notice period to terminate your Licence (after initial commitment of 3 months has expired).
- Add up to 6 Nominated Consultants* to your Licence, enabling you to share the cost of the Licence fee.
*(*A Nominated Consultant(s) must be a registered partner, associate or employee of the Licensee's practice, business or company).*
- The Licensee will be charged an additional £40 per month for each Nominated Consultant added to the Licence.

Limitations

- There is no rebate or carry-over of unused time. If your usage is likely to be irregular, another licence option might be more cost effective.
- An Appointment Booking service is an optional additional service. If you need this support, our experienced Medical Secretaries are available to discuss the provision of a diary service and accounts clerk at an optional extra cost – (please see **Tariff Sheet**).



RODNEY STREET

Frequently Asked Questions

Which is the right Licence option for me?

At 88 RODNEY STREET we offer two main Licencing options :

1. OCCASIONAL

This Licence gives you access to consulting rooms as and when you need them at an hourly rate, giving maximum flexibility.

You would choose this option if you do not wish to use a room at a regular time each week.

2. SESSIONAL

Here, you book a room at the same time each week. Each session lasts 4 hours during the day and 3 hours during the evening. You select the room you prefer and pay according to its size and location.

How much does it cost?

Please see specific rates tailored to each licence.

Our rates are **fully inclusive** and we offer a choice of peak and off peak hours.

All our Licences carry the same monthly licence fee, which covers everything you require to run your private practice in a prestigious Rodney Street location.

There is no additional VAT on room rental or Licence fees and no extra charges unless you choose to use one of our support services shown on the enclosed Tariff Sheet.

Our staff will be pleased to calculate the exact hourly, weekly, or monthly cost for you, once we know your precise requirements.

What additional support is available on site?

- Free High Speed WiFi.
- Secretarial office can provide additional telephone support, word processing and/or patient account management as required. (Please see current **Tariff Sheet**).
- Administrative facilities (fax, photocopier, postage, mail forwarding, couriers, etc).
- Chaperone service.

What is my commitment to 88 Rodney Street?

Your initial commitment is 6 months and thereafter we require 3 months' notice.



What is included in the licence fee?

- All the costs normally associated with maintaining a Rodney Street address – heating, lighting, rates, insurance, refurbishment, staff, refreshments, etc.
- A wide range of consulting rooms from which to choose, all well-presented, some equipped with specialist equipment.
- A telephone answering service and personal number.
- Friendly reception staff to manage security, greet your patients and handle your telephone calls.

How does this compare to the rest of Rodney Street?

We provide cost-effective and **fully inclusive rates** for your practice.

We urge you to make comparisons with other establishments in Rodney Street, since we believe our rates represent exceptional value for money.

Successful practitioners are key to our business.

Who consults at 88 Rodney Street?

A wide range of established medical practitioners work with us, including: Surgeons, Physicians, General Practitioners, Psychiatrists, Psychologists, Allied Healthcare Professionals including Physiotherapists and Osteopaths plus Complementary Therapists.

**Eighty-Eight Rodney Street Ltd follows a stringent and robust admission and licensing process and is thorough and challenging of those it accepts as Licensees. We screen each applicant to ensure that they precisely meet accreditation criteria, are members of an accredited professional body, carry appropriate professional insurance and their practice fits with the ethos of the house. This is important to maintain our reputation as a Centre of excellence.*

How do I book a room?

You can utilise the **Practitioner Portal** which is a means of accessing our booking system directly via the internet.

Once you have signed and returned your licence agreement you will be issued with **portal access details** giving you a **username and password**. You can change your password any time you log on to your account.

The 88 Rodney Street Practitioner Portal allows you to:

- Book consulting rooms online
- Book patient's names into your clinic list
- Manage patient details



How do I pay my bill?

When you sign our licence agreement, you agree to pay your fees on time, monthly via direct debit.

You will be issued with a blank direct debit form when you receive your licence documentation.

You can view and download all your invoices via the Practitioner portal as we do not issue paper documents.

An email reminder will be sent each month to your preferred email account informing you that your invoices are ready to view for your records.

The 88 Rodney Street Practitioner Portal allows you to:

- View summary and detailed invoices with a breakdown of all fees charged to your account
- Download direct from the portal
- Manage your own personal bank details

Can I register my company address at 88 Rodney Street?

No, you can use the address as a correspondence address with Companies House but not as a company registered address.

Do you provide storage?

We have a very limited amount of storage in house but will do our utmost to accommodate smaller items in the storage cupboard. Charges may apply depending on the type of licence you hold, please see the summary table in this pack.

Can I have items delivered to you directly?

If items are required for you to run your practice then we will sign for them on arrival and keep them for a limited time. We do not allow the delivery of personal items.

Once delivered we email you and ask that items are moved from the office as soon as possible to avoid storage charges.

Do you have a medical fridge?

Not at present.

Refreshments

We provide tea and coffee free of charge to all practitioners in the house from our kitchen. Cooled fresh water is available in the waiting room and most floors.

How do I find 88 Rodney Street?

No. 88 is the last house, located at the old cathedral end of Rodney Street.

It is about a 5 minute taxi ride from Liverpool Lime Street Station.

Car parking is available outside the house.

Parking is free after 6.30pm on weekdays and all day on Sundays.



RODNEY STREET

Testimonials

It's what others say about us that really counts...

“”

Thank you again and again for your courtesy to patients, your efficiency, your kindness over my administrative errors, and the elegance, safety and security of the environment you have created. I am very grateful for the 'looking after' you have given me and will continue to recommend you to any interested colleagues.

Ms V.S., Consultant Research Psychotherapist

“”

The Rodney Street address was an important factor in my choice for a medico-legal practice and, from an economic point of view, sessional letting is excellent. What I had not anticipated was the quality of the staff. I know that when my patients make contact with No.88 they are going to be treated well.

Mr J.W., Consultant Orthopaedic Surgeon

“”

I would like to compliment you on the way No.88 is run. All my patients have spoken very positively about contacts, without exception. Everyone is wonderful and patients have been particularly complimentary about how sensitively they respond to their enquiries.

Dr S.C., General Practitioner

“”

We found that, amongst the selection of consulting rooms around Rodney Street, No.88 is clearly an outstanding option and we are delighted with our choice. Our patients need not only calm and comfortable facilities, but also sensitive management. They often comment on the kind, thoughtful attention of the staff, and that makes a real difference to the success of our practice.

Professor J.D. and Dr N.B., Physician

January 2018