

BUILDING FOR HEALTH: A PREMISES MANUAL FOR GENERAL PRACTICE

R Barton

*North West Thames Regional Health Authority, London (1992)
79 pages. Price £5.99*

As one whose practice is currently in the throes of major improvements, this manual holds particular relevance and interest. Although the emphasis of the book is towards the acquisition or building of new premises it is equally pertinent to those contemplating modification to existing premises.

The manual explains the process from first conception to completion in a concise and easy to read fashion. Each chapter ends with a comprehensive check list which would be useful even to the most experienced practice manager. References to other sources of information together with useful addresses are also appended.

Moving to new premises or improvements to old can never be pleasant experiences. However, the information which is so clearly presented in the 12 chapters of this manual should help a practice to avoid most of the pitfalls and reduce the attendant stress to a minimum. The chapters provide guidance on team planning, funding, use of professional advisers, feasibility studies, cost rent and improvement grant applications, purchase and development, planning applications and building work supervision. I should certainly have benefited from reading the book in advance of the works which my own practice is currently undertaking and would commend the text to those who are planning similar projects.

As Frank Lloyd Wright cautioned: 'A doctor can bury his mistakes, but an architect can only advise his clients to plant vines'.

RICHARD A HORNE

*General practitioner, Stockton on Tees***HANDBOOK OF PRACTICE NURSING***M Tettersell, J Sawyer and C Salisbury
Churchill Livingstone, Edinburgh (1992)**480 pages. Price £49.50*

This book, which is in loose leaf format in a durable binder, is intended to be regularly updated. It is divided into seven main sections. The first on the organization of the National Health Service and the role of the practice nurse explains general practitioner remuneration and the impact of the 1990 general practitioner contract. Teamwork, advice on contracts and further education are also covered.

The other sections look at the practical aspects of practice nursing, for example, equipment, infection control and immunization. There is an excellent chapter on the treatment of minor ailments with clear criteria for when to seek assistance, and advice on emergencies and dealing with difficult or aggressive patients. Health promotion and chronic disease management are covered and there are sections on audit and women's health. Each chapter ends with a list of recommended reading and an appendix of useful addresses.

This is a useful and thorough book and my criticisms are minor. The book does not take into account the different NHS structure in Scotland, and I felt more emphasis should have been placed on agreeing protocols with doctors, particularly for the management of chronic disease. A common source of difficulty for practice nurses is that different doctors tell them different things. A section on sexual problems might have been useful.

This is not a cheap book, at £49.50 and £29.50 for updates, but it is a high quality publication which will be useful to all practice nurses.

BRIAN MCKINSTRY

*General practitioner, Livingston, West Lothian***INFORMATION FOR AUTHORS AND READERS**

Papers submitted for publication should not have been published before or be currently submitted to any other journal. They should be typed, on one side of the paper only, in double spacing and with generous margins. A4 is preferred paper size. The first page should contain the title only. To assist in sending out papers blind to referees, the name(s) of author(s) (maximum of eight), degrees, position, town of residence, address for correspondence and acknowledgements should be on a sheet separate from the main text.

Original articles should normally be no longer than 4000 words, arranged in the usual order of summary, introduction, method, results, discussion and references. Letters to the editor should be brief — 400 words maximum — and should be typed in double spacing.

Illustrations of all kinds, including photographs, are welcomed. Graphs and other line drawings need not be submitted as finished artwork — rough drawings are sufficient, provided they are clear and adequately annotated.

Metric units, SI units and the 24-hour clock are preferred. Numerals up to 10 should be spelt, 10 and over as figures. Use the approved names of drugs, though proprietary names may follow in brackets. Avoid abbreviations.

References should be in the Vancouver style as used in the *Journal*. Their accuracy must be checked before submission. The title page, figures, tables, legends and references should all be on separate sheets of paper. If a questionnaire has been used in the study, a copy of it should be enclosed.

Three copies of each article should be submitted and the author should keep a copy. One copy will be returned if the paper is rejected. A covering letter should make it clear that the final manuscript has been seen and approved by all the authors.

All articles and letters are subject to editing.

Papers are refereed before a decision is made.

Published keywords are produced using the *GP-LIT thesaurus*.

More detailed instructions are published annually in the January issue.

Correspondence and enquiries

All correspondence should be addressed to: The Editor, *British Journal of General Practice*, Royal College of General Practitioners, 12 Queen Street, Edinburgh EH2 1JE. Telephone (office hours; 24 hour answering service): 031-225 7629. Fax (24 hours): 031-220 6750.

Copyright

Authors of all articles assign copyright to the *Journal*. However, authors may use minor parts (up to 15%) of their own work after publication without seeking written permission provided they acknowledge the original source. The *Journal* would, however, be grateful to receive notice of when and where such material has been reproduced. Authors may not reproduce substantial parts of their own material without written consent. However, requests to reproduce material are welcomed and consent is usually given. Individuals may photocopy articles for educational purposes without obtaining permission up to a maximum of 25 copies in total over any period of time. Permission should be sought from the editor to reproduce an article for any other purpose.

Advertising enquiries

Display and classified advertising enquiries should be addressed to: Advertising Sales Executive, Royal College of General Practitioners, 14 Princes Gate, Hyde Park, London SW7 1PU. Telephone: 071-581 3232. Fax: 071-225 3047.

Circulation and subscriptions

The *British Journal of General Practice* is published monthly and is circulated to all Fellows, Members and Associates of the Royal College of General Practitioners, and to private subscribers. All subscribers receive *Policy statements* and *Reports from general practice* free of charge with the *Journal* when these are published. The 1992 subscription is £95 post free (£105 outside the UK, £120 by air mail). Non-members' subscription enquiries should be made to: Bailey Management Services, 127 Sandgate Road, Folkestone, Kent CT20 2BL. Telephone: 0303-850501. Members' enquiries should continue to be made to: The Royal College of General Practitioners, 14 Princes Gate, Hyde Park, London SW7 1PU. Telephone: 071-581 3232.

Notice to readers

Opinions expressed in the *British Journal of General Practice* and the supplements should not be taken to represent the policy of the Royal College of General Practitioners unless this is specifically stated.

RCGP Connection

Correspondence concerning the news magazine, *RCGP Connection*, should be addressed to: RCGP Connection Editor, Royal College of General Practitioners, 14 Princes Gate, Hyde Park, London SW7 1PU. Telephone: 071-581 3232.