

# **SOMEWHERE MEDICAL PRACTICE**

## **Freedom of Information**

### **PUBLICATION SCHEME**

#### **1. INTRODUCTION**

This publication scheme provides a guide to the services and practitioners who practice together within the Somewhere Medical Practice as required by the Freedom of Information Act 2000.

It is based on the model publication scheme for General Practices produced by the NHS Freedom of Information Project Board and the British Medical Association

#### **Your rights to information**

- The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how decisions are made
- From 1 January 2005 the Freedom of Information Act has obliged General Practice to respond to requests about information that it holds and is recorded in any format, and has created a right of access to that information. These rights are subject to some exceptions which have to be taken into consideration before deciding what information it can release.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. A patient leaflet is available at reception. Requests need to be made in writing to the Practice Manager.

#### **How we make information available, and what charges may apply?**

##### **Information is made available in two ways:**

##### **Web site**

Some of the information contained in the various classes is made available free of charge on our web site.

##### **Hard copy**

A copy of our publication scheme and the information contained in the various classes is made available on request. Requests should be made in writing to the Practice Manager, Somewhere Medical Practice, Heath Road, East Bergholt, Colchester CO7 6RT. We aim to despatch information within 20 working days from receipt of your request and fee. It may be necessary to charge a fee of £2.00 to cover the cost of administration and postage. Some information may also be available by personal application at the surgery.

Further information can be found on the following web page:

**[www.information.commissioner.gov.uk](http://www.information.commissioner.gov.uk)**

## 2. CLASSES OF INFORMATION

All information at the Somewhere Medical Practice is held, retained and destroyed in accordance with NHS guidelines.

Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the NHS Openness Code or the Freedom of Information Act 2000.

Where individual classes are subject to exemptions, the main reasons are the protection of commercial interests and the protection of confidential personal information under the Data Protection Act 1998. This applies to all classes within the Publication Scheme.

The information included in this scheme is grouped into 7 broad categories.

### **Class 1 – who we are and what we do**

Details of the practice, organisational structure, key personnel and how we fit into the NHS:

#### **Who we are**

The Surgery  
Some Street  
Somewhere TS2 5RE

Tel: 01234 567 890

The surgery is open between 08.00 and 18.30 Monday to Friday.

Morning surgery runs from 08.30 to 12.00

Surgeries run at various times through the afternoon from 14.00 – 18.00

This practice provides services for patients living in the following parishes:

- |                 |                     |
|-----------------|---------------------|
| ✓ Boxted        | ✓ Holton St Mary    |
| ✓ Brantham      | ✓ Langham           |
| ✓ Capel St Mary | ✓ Lawford           |
| ✓ Copdock       | ✓ Raydon            |
| ✓ Dedham        | ✓ Stratford St Mary |
| ✓ East Bergholt | ✓ Stutton           |
| ✓ Higham        | ✓ Washbrook         |

A full list of services are detailed in Class 7 below.

#### **Key personnel:**

##### **Doctors**

Dr John Smith	full time partner (Monday, Wednesday, Thursday, Friday)
Dr Jane Williams	full time partner (Monday, Tuesday, Thursday pm, Friday)

Dr Andy Jones            full time partner (Monday, Wednesday, Thursday, Friday)  
Dr Julie Davis            full time partner (Monday, Wednesday, Thursday, Friday)

Dr David Hickman      part time salaried GP (Monday, Wednesday, Thursday)

### **Practice Manager**

Emily Grant    full time

### **The practice team includes the following staff:**

Practice nurses	Health Care Assistant
Phlebotomists	Dispensers
Receptionists	Data team
Secretary	Finance/QOF Administrator

### **Attached staff:**

District nurses  
Midwives  
Health visitors  
Mental health link worker

Some information will be withheld, including personal and confidential information about individuals that is protected by the Data Protection Act 1998.

### **Class 2 – what we spend and how we spend it**

The Somewhere Medical Practice receives funding from Somewhere Primary Care Trust for providing medical services to patients registered with our practice, through the mechanism of our Personal Medical Services Contract.

For details of the NHS income please apply to the Practice Manager

### **Class 3 - what are our priorities and how are we doing**

- To provide patients with a high standard of clinical care
- The practice consistently achieves the maximum in the Quality Outcomes Framework scheme each year
  
- Part of Suffolk Primary Care Trust
- Part of Suffolk Brett Stour GP consortium

### **Class 4 – how we make decisions**

- In line with NHS directives and policy
- In line with Strategic Health Authority and Primary Care Trust priorities
- In line with NICE guidance (National Institute for Clinical Excellence)
- In primary health care team meetings

### **Class 5 – our policies and procedures**

All policies and procedures are available for viewing, upon request in writing, to Mrs Catherine Eldred, Practice Manager, at the surgery.

General policies and procedures in use within the practice include, but are not restricted to:

- Employment of staff
- Health and safety
- Information management and technology
- Patient services
- Records management
- Data protection
- Practice operation and development
- Risk management
- Complaints
- Confidentiality
- Zero tolerance policy
- Patient removal policy

All policies are subject to regular review. They are available on request by writing to the practice manager. There may be circumstances where material can not be released because it is confidential.

#### **Class 6 – lists and registers**

Not held

#### **Class 7 – The services we offer**

We provide service in accordance with the Personal Medical Services contract held with Suffolk Primary Care Trust.

#### **Our services**

- A full range of general medical services
- Minor illness clinics
- Child health surveillance
- Minor surgery
- Contraceptive services
- Maternity medical services
- Care for long term conditions, including: asthma, diabetes, coronary heart disease
- Smoking cessation clinics
- Travel clinics
- Minor injury

#### **Leaflets and information produced for the public**

- Practice leaflet
- access to medical records - application form
- access to medical records – patient information leaflet
- carers referral form
- freedom of information

We stock a wide range of patient support leaflets, which are available on request. These include asthma, childhood vaccinations, coronary heart disease, diabetes, dietary advice, family planning, travel health

All of these publications are free of charge

**Out of surgery hours emergencies**

Between the hours of 6.30 pm and 8.00 am weekdays, as well as weekends and bank holidays, the care of patients is the responsibility of the Primary Care Trust. The practice belongs to a co-operative service Suffolk Doctors on Call (SDOC). If you require urgent medical attention phone the surgery number and you call will automatically be transferred to SDOC.