

NHS FREEDOM OF INFORMATION PROJECT BOARD/BRITISH MEDICAL ASSOCIATION MODEL PUBLICATION SCHEME FOR GENERAL PRACTICES

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Welcome to the Arlington Road Medical Practice General Practitioner's Publication Scheme. This is a guide to the General Practitioners' (who practice together) within the partnership practice Publication Scheme as required by the Freedom of Information Act 2000.

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PART ONE: Introduction

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This Publication Scheme is a complete guide to the information routinely made available to the public by Dr Peter Williams, Dr Robert Deery, Dr Jane Loftis, Dr Debra Davison, Dr Paul Frisby, Dr David Higgs, Dr Ilan Rajap & Dr Pravin Jain. It is a description of the information about our General Practitioners and Arlington Road Medical Practice which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

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How much does it cost?

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The publications are all free unless otherwise indicated within each Class. [Where information is provided at a cost the charges will be calculated as set out in Class 7].

How is the information made available?

6/7

The information within each Class is available in hard copy from Shirley Moth, Practice Manager.

Please note there are different request processes for each class of information. The different procedures for different classes are detailed below:

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Class Description	Procedure for obtaining the information	Fee Y / N
1. Who we are	Hard copy	N
2. Our services	Hard copy	N
3. Financial information	Hard copy	N
4. Regular information	Hard copy	N
5. Complaints	Hard copy	N
6. Our policies and procedures	Hard copy	Y
7. This publication scheme	Hard copy	N

Your rights to information

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- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Arlington Road Medical Practice under the NHS Openness Code 1995.

- 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 the decisions are made.
- From January 1st 2005 it will oblige the General Practice to respond to requests about information that it holds, and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.
- New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact Shirley Moth, Practice Manager to do this.

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Feedback

If you have any comments about the operation of the Publication Scheme, or how we have dealt with your request for information from the Scheme, please write to:

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Shirley Moth, Practice Manager, Arlington Road Medical Practice, 1
Arlington Road, Eastbourne, East Sussex, BN21 1DH

PART TWO: Classes of information

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All information at the Arlington Road 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 Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons are, e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme. The information on this Scheme is grouped into the following broad categories:

1. Who we are

Class Description: *Details of the practice, organisational structures, key personnel and how we fit into the NHS*

The General Practice organisational structure:

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GP's

Dr Peter Williams	Full time	9 sessions
Dr Robert Deery	Full time	9 sessions
Dr Jane Lofts	Part time	6 sessions
Dr Debra Davison	Part time	5 sessions
Dr Paul Frisby	Full time	9 sessions
Dr David Higgs	Part time	6 sessions
Dr Ilan Rajap	Full time	9 sessions
Dr Pravin Jain	Part time	7 sessions
Dr Sarah Steward	GP Retainer	3 sessions

Practice Nurses

Mrs Margaret Brown
Mrs Frances Price
Mrs Susan Deery
Mrs Kate Stockton

Practice Manager

Miss Shirley Moth

The Practice also employs Administration staff including Receptionists and Secretarial staff.

The local NHS structure:

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Arlington Road Medical Practice is part of Eastbourne Downs Primary Care Trust. The full address of the PCT is detailed in Part 3.

The NHS is a very large part of the public sector. A full list of local General Practices can be found on Primary Care Trust web site or the NHS local search web site. (Address detailed in Part 3).

There is a national NHS Plan that explains how the NHS is changing and sets out how the different parts function and work together. A copy is available on the Department of Health website.

16 / 17

The Arlington Road Medical Practice provides general medical services for the geographical area of Eastbourne. Our practice area is marked on our practice leaflet.

18

This practice aims to follow National Institute for Clinical Excellence (NICE) and National Service Framework Guidelines. Copies of these can also be found on the NICE website or the Department of Health website.

A full list of services will be at Class 2 below

19

This practice adheres to the National General Medical Services contract.

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

2. Our Services

Class Description: *The range of services we provide under contract to the NHS*

The practice provides the following services. Where these are provided in partnership with other organisations, the partner organisations are detailed :-

20	Service	In partnership with...
	Baby clinic	Health visitors employed by Eastbourne Downs PCT
	Cervical cytology	
	Child health surveillance	Health visitors employed by Eastbourne Downs PCT
	Chiropody services	
	Contraceptive services	
	Counsellor	
	Disease management clinics	
	District Nurse	District nurses employed by Eastbourne Downs PCT
	Flu clinics	
	Health promotion clinics (well man/woman)	
	Immunisations	
	Maternity medical services	Community midwife employed by East Sussex Hospitals Trust
	Minor surgery services	
	Parent craft	Health visitors

21 The following services require information sharing, with other agencies:
Child & adult protection
Hospital referrals
Secondary health care

A full, up to date list of our services are detailed in our Practice Leaflet.
The following Data Protection policies and protocols have been agreed with other agencies about information sharing arrangements:

22 Data Protection

23 The Practice opening times and out of hours cover are as follows:
Monday – Friday 8.30am – 6.00pm
Saturday 8.30am-11.00am

Out of hours cover provided by SEADOC accessed via NHS Direct.

24/25 The following languages are spoken - none. Individuals can request an interpreter by contacting Miss Shirley Moth.

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The main clinical interests of the GPs are as follows:

Dr Peter Williams	Aviation medicine
Dr Robert Deery	Sports Medicine & Diabetes
Dr Jane Lofts	
Dr Debra Davison	Palliative care & Paediatrics
Dr Paul Frisby	Diabetes
Dr David Higgs	Hyperbaric medicine
Dr Ilan Rajap	Dermatology
Dr Pravin Jain	

3. Financial and funding information

Class Description: *Funding details and charging policies*

Part 3 includes a link to Statement of Fees and Allowances payable for General Medical Practitioners.

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Arlington Road Medical Practice receives money from Eastbourne Downs Primary Care Trust according to its contract (as per class 1) in exchange for services provided for patients.

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The total amount of income received from the NHS before expenses in 2001/2002 was £1,008,919 and 2002/2003 was £1,036,894.

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The sum spent on drugs prescribed by the Practice in 2001/2002 was £1,682,485 and in 2002/2003 was £1,902,873.

It should be noted that there may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes under the Act has taken the view that it may be prejudicial to the conduct of the Practice's affairs.

4. Regular publications and information for the public

Class Description: *Guidance and information leaflets*

The following information is published that relates to the clinical services provided by the Practice for patients and the public.

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Practice information leaflet
Practice newsletter
Traveller holiday information

The Practice also holds information leaflets provided by outside agencies. Contact Reception for details of these. (If a specific leaflet is not held, we will refer you to the publisher).

5. Complaints

Class Description: *Policies, procedures and contacts for complaints*

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Arlington Road Medical Practice operates a complaints procedure. A copy of which is available from Shirley Moth, Practice Manager, Arlington Road Medical Practice, 1 Arlington Road, Eastbourne, East Sussex, BN21 1DH

6. Our policies and procedures

Class Description: *General policies and procedures in use within the practice..*

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The Practice operates the following policies and procedures:

Data Protection Act
Prescribing and prescription,
Health and Safety

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Zero tolerance
Complaints Policy

Copies of the information can be obtained from Shirley Moth, Practice Manager, Arlington Road Medical Practice, 1 Arlington Road, Eastbourne, East Sussex, BN21 1DH.

7. This Publication Scheme

Class Description: *How changes are made to this Publication Scheme and the criteria on which information management policies are made.*

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This publication scheme will be reviewed and updated regularly. A summary of changes (e.g. a new class) made to this scheme will be listed below:

The criteria on which the Practice information management policies are made is listed below:

37

Management policies are made at regular partners meetings. Decisions are evidenced in minutes. We retain two sets of minutes, a confidential set which contains commercially sensitive or data protected information that is not within this scheme. General minutes of meetings held after 31.10.03 are available through the scheme.

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All enquiries regarding information management generally should be made to Shirley Moth, Practice Manager.

Cost of Information

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD ROM). Some information is available free, but for others there may be a charge.

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Arlington Road Medical Practice will make a reasonable charge for providing information. The charges will vary according to how the information is made available but will include staff time; administration costs; printing or photocopying costs; postage and any other out of pocket expenses incurred by the Practice in the provision of this information. Charges will be advised

upon receipt of the request and must be agreed before the information is provided.

As a general guide, charges are as follows:

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1. Via the *General Practice/Primary Care Trust Web Site* – Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual. For those without Internet access, a single print-out as on the website would be available by post from Shirley Moth, Practice Manager, Arlington Road Medical Practice, 1 Arlington Road, Eastbourne, East Sussex, BN21 1DH or by personal application at the Arlington Road Medical Practice. However, requests for *multiple printouts*, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval. We will not provide printouts of other organisation's websites.
2. *Leaflets and brochures* - Free of charge for leaflets or booklets on, for example, services we offer to the public.
3. "*Glossy*" or other bound paper copies, CD Rom, video or other mediums, might incur a 'hire' charge which will be passed on.
4. E-mail will be free of charge unless it says otherwise

The charges will be reviewed regularly.

PART THREE: Useful Resources

Web sites:

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- Arlington Road Medical Practice – www.arlingtonroadsurgery.nhs.uk
- The Information Commissioner - www.informationcommissioner.gov.uk
- The Lord Chancellor's Department - www.lcd.gov.uk
- The NHS Freedom of Information Act - www.foi.nhs.uk

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- NHS Direct – www.nhsdirect.co.uk
- The Primary Care Trust – www.eastbournedownspct.nhs.uk
- NHS Local Search – www.nhs.uk/root/localnhsservices/gp/default.asp
- NICE – www.nice.org.uk
- Department of Health – www.doh.gov.uk

Addresses:

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- Eastbourne Downs Primary Care Trust, 1 St Annes Road, Eastbourne, East Sussex, BN21 3UN. Tel: 01323 417714

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Publications:

- NHS Openness Code - www.doh.gov.uk/nhsexec/codemain.htm
- FOI Act 2000 - www.legislation.hmso.gov.uk/acts2000/2000036.htm
- Code of Practice under Section 45 FOI Act 2000 www.lcd.gov.uk
- Code of Practice under Section 46 FOI Act 2000 www.lcd.gov.uk
- Statement of Fees and Allowances payable for General Medical Practitioners in England

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For HMSO Guidance Notes see www.hmso.gov.uk/guides.htm