

**PUBLICATION SCHEME**

**Stablefold Surgery**

**March 2014**

## **Stablefold Publication Scheme**

This is a guide to the Publication Scheme for Stablefold Surgery as required by the Freedom of Information Act 2000.

### **PART ONE: INTRODUCTION AND BACKGROUND**

#### **1. Introduction**

Welcome to the Publication Scheme for Stablefold Surgery. This Publication Scheme is a complete guide to the information routinely made available to the public by our general practice as required by the Freedom of Information Act 2000. It is a description of the information about our General Practitioners and Practice, which we make publicly available. The Publication Scheme will be reviewed at regular intervals and we will monitor its effectiveness.

#### **2. Your Rights to Information**

- a) 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.
- b) From January 1<sup>st</sup> 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.
- c) In addition to being able to obtain the information identified in the Publication Scheme, you are also entitled to request information about our General Practice under the **NHS Openness Code 1995**.
- d) Under Data Protection legislation, you are also entitled to access your medical records or any other personal information held about you by applying in writing to:

**Mrs Stacey Walsh, Practice Manager**  
**119 Church Street**  
**Westhoughton**  
**Bolton**  
**BL5 3SF**  
**Tel:01942 813678**

- e) New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as that provided under the Freedom of Information Act 2000.

### **3. How is the information made available?**

The information within each Class is either downloadable from this website or is available in hard copy. You can obtain a hard copy of the information referred to in this publication scheme by:

Calling at reception between 8.00 am and 6.00pm Monday to Friday

In writing To the practice manager Stacey Walsh.

### **4. How much will the publications cost?**

The publications are all free unless otherwise indicated within the Class (see below). Where information is provided at a cost, the charges will be calculated as set out Class 7 below.

### **5. 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 the practice manager.

## **PART TWO: CLASSES OF INFORMATION**

All information at Stablefold Surgery is held, retained and destroyed in accordance with NHS guidelines.

### **Exemptions**

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 include the protection of commercial interests or the protection of personal information under the **Data Protection Act 1998**. This applies to all Classes within the Publication Scheme.

The information made available under this Scheme is grouped into seven broad categories:

## **CLASSES**

### **1. Who we are**

**Description:** We are a 5 doctor practice, the partnership consists of 4 doctors. Dr Steven Symes, Dr Janet Symes, Dr Shehriar Hussain, Dr Simon Hall.

The partnership is not limited. Dr Donna White works 6 sessions per week as a salaried GP. We are fully CQC compliant. As well as the doctors we have two practice nurse, Samantha Wheatley and Kathryn Arrowsmith. A health Trainer Chris Ashton, Practice manager Stacey Walsh, Assistant Manager Lynn Lloyd, Secretary Lesley Hart, Receptionists Joanne Chilton, Maureen Blood, Alison Sweeney, Debra Ellis, Julie Chadwick, Cleaner Kerry Hart and and FY2 (trainee doctor).

In addition there is a phlebotomist and Citizens Advice holds a clinic every few months at the practice.

This practice aims to follow national and local best practice guidelines including NICE and National Service Framework Guidelines. We adhere to the General Medical Services contract with Bolton CCG.

<b>Key publications</b>		
Document	Availability	Charge
Practice Leaflet	Hard copy available from Practice	No charge

## **2. Our Services**

**Description:** *The range of services we provide under contract to the NHS can be found in our practice leaflet and on our website, but include:*

- *General Medical Care*
- *Child Health Surveillance*
- *Contraception Services*
- *Maternity Medical Services*
- *Minor Surgery Services*
- *Phlebotomy Service*
- *Health promotion*
- *Flu Clinics*
- *Cervical Cytology*
- *Disease Management*
- *Travel Immunisation Service*
- *Yellow Fever Centre*
- *Child and Adult Immunisation Services*

*Our Surgery opening times are as follows:*

*Monday, Tuesday, Friday 8.00am to 6.00pm  
Thursday 8.00am to 8.30pm  
Wednesday 8.00am to 1.00pm*

*Our Out Of Hours cover is provided by BARDOC between the hours of 6.30pm and 8.00am on weekdays and all day Saturday, Sunday and Bank Holidays. The telephone number for this is 01204 386655.*

### **3. Financial and funding information**

**Description:** *Funding details and charging policies*

The Practice is allocated a global sum to deliver the services we provide from Bolton CCG according to its contract in exchange for services provided for patients.

The total practice funding received from the NHS before expenses in 2012/2013 was £731,181.

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.

The total funding does not constitute a salary for the practice and business overheads are paid out of the total sum.

### **4. Regular publications and information for the public**

**Description:** *Copies of Guidance and information leaflets can be found on the practice website and through the practice leaflet.*

<b>Key publications</b>		
Document	Availability	Charge
Practice Leaflet	Hard copy available from Practice	No charge

### **5. Complaints**

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

*The practice follows the NHS complaints procedure and follows a strict protocol when dealing with all complaints. A copy of the complaints procedure is available on the practice website and in writing to the practice manager.*

<b>Key publications</b>		
Document	Availability	Charge
Complaints Leaflet	Hard copy available from Practice	No charge

### **6. Our policies and procedures**

**Description:** *General policies and procedures in use within the practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety. These are available in hard copy by request to the practice manager.*

## **7. This Publication Scheme**

**Description:** *In this class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the Practice. We will also publish any proposed changes or additions to publications already available.*

### **This publication scheme**

#### **Cost of Information**

Most of the information is available free, but there may be a nominal charge to cover costs if you require a hard copy of information.

The charges will vary according to how information is made available.

#### **Charges are as follows:**

- a) **Website** – Free of charge via the website

Website addresses are:

<http://www.ehealthservice.co.uk/bolton/stablefold/2.html>

*Note: Any charges for Internet Service provider and personal printing costs would have to be met by the individual.*

- b) **Single Print Out** - If you do not have internet access, a single print-out as on the website can be obtained by applying in writing to:

**Mrs Stacey Walsh  
Practice Manager  
119 Church Street  
Westhoughton  
Bolton  
BL5 3SF**

- c) **Multiple copies or archived copies** of documents which are no longer available on the web, will attract a charge for the retrieval, photocopy,

postage etc. We will let you know the cost and charges that will have to be paid in advance.

Please note: *We will not provide printouts of other organisation's websites.*

- d) **Leaflets and brochures** - Leaflets or booklets on, for example, the services we offer to the public are free of charge for single copies. (see item c above for multiple copies).

The charges will be reviewed regularly.

### **PART THREE: Useful Resources**

#### **Web sites:**

Information Commissioner [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Lord Chancellor's Department [www.lcd.gov.uk](http://www.lcd.gov.uk)

Freedom of Information website [www.foi.nhs.uk](http://www.foi.nhs.uk)

Primary Care Trust website [www.calderdale-pct.nhs.uk](http://www.calderdale-pct.nhs.uk)

NHS Direct [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

#### **Publications**

NHS Openness Code [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)

FOI Act 2000 [www.legislation.hmsso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmsso.gov.uk/acts2000/2000036.htm)

Code of Practice under Section 45 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

Code of Practice under Section 46 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

Statement of Fees and Allowances payable for General Medical Practitioners in England

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