

The Esplanade Surgery Publication Scheme

The publication scheme provides a guide to the services and practitioners who practice together within the Esplanade Surgery 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 (FOI) project board and the British Medical Association.

Part One: Introduction

This publication scheme is a complete guide to the information routinely made available to the public by Drs J.Hesse, S Fox and K.Cambridge. It is a description of the information about the Esplanade Surgery and the General Practitioners that work there that is available to the public. It will be reviewed at regular intervals and we will monitor its effectiveness.

Yours 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 the decisions are made.
- From January 1st 2005 the FOI Act obliged General Practice to respond to requests about information that it holds, and is recorded in any format and created 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.
- In addition to accessing the information identified in this Publication Scheme, the public is entitled to request information about the Esplanade Surgery under the NHS Openness Code 1995.
- 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 the Practice Manager at the Esplanade Surgery to do this.

Publications are all free unless otherwise indicated. Where there is a charge for providing information, the cost will be calculated as set out in each class.

How do we make information available?

Information may be downloaded from our practice website: www.theesplanadesurgery.co.uk otherwise it is available in hard copy from the Practice Manager as indicated for each class of information.

Feedback

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

The Practice Manager
The Esplanade Surgery
19 The Esplanade
Ryde
Isle of Wight PO33 2EH

Part Two: Classes of Information

All information at the Esplanade Surgery 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 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.

Information available from The Esplanade Surgery – A provider of medical services under contract to the NHS - under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>The Esplanade Surgery 19 The Esplanade Ryde Isle of Wight PO33 2EH</p> <p>This NHS practice is part of the Isle of Wight ICB and provides services for patients living within the boundaries of Ryde and beyond as shown in our practice booklet. It supplies services in accordance with a general medical services contract held with the Isle of Wight ICB.</p> <p>A full list of local General Practices can be found on the Isle of Wight ICB's website: https://www.hantsiow.icb.nhs.uk/icb</p> <p>Doctors in the Practice: Dr Joanna Hesse- MBBS MRCGP DRCOG DCH (SA) DFFP (Senior Partner) Dr Spencer Fox - MBBS BSc (Hons) MRCGP (Partner) Dr Kate Cambridge - MBBS MRCGP DRCOG (Partner) Dr Alasdair Gove– MBBS DRCOG MRCP MRCGP (Salaried) Dr Caroline Fawcett - MBBS MRCGP DRCOG DFFP DCHDP (Salaried)</p>	<p>Practice website NHS choices website Practice leaflet</p>

<p>Contact details for the practice:</p> <p>Tel: 01983 816388 Email: hiowicb-hsi.esplanade@nhs.net</p>	
<p>Opening hours:</p> <p>Weekdays: 8.30am – 6.30pm</p>	<p>Practice leaflet Practice website</p>
<p>Other staffing details:</p> <p>Our Practice Manager is: Jon Matthews Our Practice Nurses are: Sarah Pittard (Senior nurse), Pauline Walsh, Kate McDougall and Debra Egan Our Healthcare Assistants are: Kiim Mattick and Laura James.</p> <p>This practice aims to follow national and local best practice guidelines, including the NICE best practice guidelines and the National Service Frameworks. Some information will be withheld including personal, confidential information about individuals that is protected by the Data Protection Act 1998.</p> <p>GP Special Interests Dr Hesse – child health and women’s health Dr Fox – medical education and diabetes Dr Cambridge – mental health Dr Gove – holistic medicine Dr Fawcett – mental health and women’s health</p>	<p>Practice leaflet Practice websit</p>
<p>Class 2 – What we spend and how we spend it</p> <p>The Esplanade Surgery receives money from the Isle of Wight ICB and NHSE according to its contract with the Isle of Wight ICB in exchange for services provided for patients.</p> <p>Financial audit is undertaken by our accountants annually.</p>	<p>Hard copy</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>Our clinical strategies are driven by national (DOH) and local priorities based on population needs.</p>	<p>Hard copy of ICB annual plan and</p>

<p>These are reviewed on a regular basis. Performance is measured via QOF, internal audit and PCT monitoring.</p>	<p>ICB website</p>
<p>Class 4 – How we make decisions</p> <p>Via Practice Business Meetings, Staff meetings. We have records of such but will NOT publish due to confidentiality and commercial sensitivities.</p>	<p>None available</p>
<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Employment of staff, recruitment procedures, induction programme, contracts of employment • Policies/instructions relating to the delivery of services } • Policies/procedures for handling requests for information file } Contained within • Records management policies (retention, destruction and archive) } procedure file • Complaints procedure } <p>This practice follows the NHS complaints procedure and follows a strict protocol when dealing with all complaints. A copy of the practice complaints procedure is available at reception.</p> <ul style="list-style-type: none"> • Patients charter } • Health and Safety } • Confidentiality } Contained within staff • Data protection } handbook • Equal opportunities } • Equality and Diversity } • Zero tolerance policy } 	<p>Hard copy</p>
<p>Class 6 – Lists and Registers</p>	<p>None held.</p>
<p>Class 7 – The services we offer</p> <p>Our Services:</p> <ul style="list-style-type: none"> • A full range of general medical services • Child health surveillance • Minor surgery 	

<p>postage if required.</p> <p>Requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, will attract a small charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance.</p> <p>We are not able to provide printouts of other organisations websites.</p> <p>List is available from the Practice Manager.</p> <p>E-mail information – free of charge unless specified otherwise.</p> <p>These charges will be reviewed regularly.</p> <p>Information leaflets</p> <p>Leaflets and brochures – free of charge for most leaflets or booklets</p>	
<p>Out of hours cover is provided by 111.</p>	<p>Practice booklet and website</p>