**Guide to Information provided by GPs under the model publication scheme**

Under the Freedom of Information Act 2000 all public authorities are required to have and operate a publication scheme approved by the Information Commissioner. Doctors providing medical services under most contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

It is the intention of the Information Commissioner that all public authorities should adopt and operate the one model scheme that has been approved. This is a very general scheme based on the principal that all public authorities need to recognize the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

**Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release**.

The scheme requires three documents to be considered:

• the model scheme itself;

• our guidance on adopting and operating the scheme; and,

• a guide provided by the public authority indicating what information will be provided, how it will be provided and whether any charge will be made for its provision.

To assist medical practitioners who are public authorities we have produced the outline of a guide for their use. They should consider expanding elements of it to provide greater explanation and additional information where this can be done. For example if there are specific plans for the provision of NHS services these could be detailed. It is not necessary to submit the guide completed by the practice for approval.

We recognize that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “None Held” can be entered in this section. Under policies and procedures we have listed the policies we would expect practices to have. Again if this is not the case, “Not held” can entered in the relevant part. Any additional policies should also be listed.

Fees should be requested only where this is done in accordance our guidance.

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

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| **Information to be published** | **How the information can be obtained** (eg hard copy, website) | **Cost** |
| **Class1 - Who we are and what we do**  The practice provides general medical services for patients who live in within the Oldham Metropolitan Boundary. The Practice is a situated on Lees Road, Oldham, OL4 1JN Email : gmicb-old.hopwoodhouse@nhs.net | Practice leaflet and website | Free |
| **Doctors in the practice:**  Dr Harpal Hunjan  Dr Josh Blair  Adele Scimone – Advance Nurse Practitioner  Ian Dean – Advanced Clinical Practitioner | Practice leaflet and website | Free |
| **Contact details for the practice:**  Jill Berry – Practice Manager  Hopwood House Medical Practice  Lees Road  Oldham  OL4 1JN | Practice leaflet and website | Free |

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| **Opening hours:**  Monday to Friday 8.00am – 6.30pm.  The Practice is closed half day one Thursday afternoon per month for staff training. | Practice leaflet and website | Free |
| **Other staffing details:**  Jill – Practice Manager  Sarah – Assistant Practice Manager  Angela – Practice Nurse  Joanne – Practice Nurse  Emma – Practice Nurse  Natalie – Practice Nurse  Lindsay – HCA  Kelly – HCA  Jackie – Medical Secretary  We also have Physiotherapist, Focus Care Practitioner, Safeguarding Care Co-Ordinator, Clinical Pharmacist, Mental Health Nurse. | Practice leaflet and website | Free |
| **Class 2 – What we spend and how we spend it**  We contract with the ICB to provide general medical services to patients. The practice can provide details of the total income received from them for the main categories of income. Financial information can be obtained from NHS Commissioning Board. 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 Practices’ affairs. | Requests for this information must be made to NHS Commissioning Board (NBC) | TBC |

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| **Class 3 – What our priorities are and how we are doing**  The Practice priority is to provide the highest standard of clinical care to patients registered with the Practice, working collaboratively with other healthcare providers and support organisations, to enable more patients to be treated in a primary care setting, closer to home. |  |  |
| Regular audits/contract monitoring and inspections takes place. |  |  |
| Plans for development and provision of NHS services are detailed in our Practice Development Plan. | Hard copy by request from Practice Manager | \* |
| Our performance under the Quality and Outcomes Framework (QOF) can be found on the NHS IC website: <http://www.qof.ic.nhs.uk/search.asp> | Website | Free |
| NHS Choices website provides details of our performance, and what patients think of us from the Patient Satisfaction Questionnaire, carried out annually. [www.nhschoices.nhs.uk](http://www.nhschoices.nhs.uk) | Website | Free |
| **Class 4 – How we make decisions**  Management policies are formulated at regular meetings. Decisions are recorded in minutes. These are available on request (any information which is commercially sensitive or falls under the Data Protection Act is excluded). | Hard copy by request from Practice Manager | \* |
| Records of decisions made in the practice affecting the provision of NHS services | Hard copy by request from Practice Manager | \* |

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| **Class 5 – Our policies and procedures** |  |  |
| Policies and procedures about the employment of staff | Hard copy by request from Practice Manager | \* |
| Internal instructions to staff and policies relating to the delivery of services | Hard copy by request from Practice Manager | \* |
| Equality and diversity policy | Hard copy by request from Practice Manager | \* |
| Health and safety policy | Hard copy by request from Practice Manager | \* |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website or hardcopy in waiting room | Free |
| Records management policies (records retention, destruction and archive) | Hard copy by request from Practice Manager | \* |
| Data protection policies | Hard copy by request from Practice Manager | \* |
| Policies and procedures for handling requests for information | Hard copy by request from Practice Manager | \* |
| Patients’ charter | Hardcopy in waiting room Practice Website | Free |
| **Class 6 – Lists and Registers** |  |  |
| Currently maintained lists and registers only  Any publicly available register or list | Not held  Not held |  |
| **Class 7 – The services we offer**  Current information only | Practice leaflet and website. | Free |
| **The services provided under contract to the NHS include the following**:  Baby Clinic with GP and Practice Nurse  Cervical Cytology  Child Health Surveillance  Contraceptive Services |  |  |

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| Chronic Disease Management clinics  Flu Clinics  Immunisations  Minor Surgery  Health Promotion  Physiotherapy  Focused Care  **Enhanced Services**  These are NHS services not provided through Essential or Additional services. They include more specialised services undertaken by GPs or nurses with special interests and allied health professionals and other services at the primary-secondary care interface. They may also include services addressing specific local health needs or requirements, and innovative services that are being piloted and evaluated.  The following services involve information sharing with other agencies:  Child Protection, General Nursing, Mental Health, Referral to Secondary Care & Social Services | Practice leaflet and website.  Hard copies by request from Practice Manager | Free  \* |
| **Out of hours cover is provided by**:  111 from 6.30pm until 8 am Monday to Friday (including all weekend and bank holidays). Telephone: 111 |  | Free |
| Information Leaflets:  Practice Leaflet  Complaints Procedure |  | Free  Free |

\* = Charges for Provision of Information

Much of the documentation listed above is free of charge. A fee maybe applicable for paper copies of certain documents, or for copying data onto media (CD-Rom). The practice will make reasonable charges for providing information, which will include staff time, administrative costs, copy 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. The charges will be reviewed regularly and be in line with other NHS organisations.

Useful Resources Web sites:

www.informationcommissioner.gov.uk This is the web site of the Information Commissioner.

www.lcd.gov.uk This is the web site of the Lord Chancellor’s Department.

www.foi.nhs.uk This is the web site for NHS Freedom of Information.