



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 available from 30 Kingsway 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 (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do The practice provides general medical services for patients who live in the following areas: Blundellsands, Crosby, Thornton, Waterloo & parts of Seaforth (ask at reception for any other area)</p> <p>The Practice is a constituent of South Sefton Clinical Commissioning Group (SSCCG). Address 5th Floor, Merton House, Stanley Road, Bootle, Liverpool, L20 3DL. Telephone: 0151 264 7069 Email: communication@sefton.nhs.uk</p>	Practice leaflet and website	Free
<p>Doctors in the practice: Dr Colette M. McDonagh Dr Edward Wakeford Advanced Nurse Practitioner: Mr Wong</p>	Practice leaflet and website	Free
<p>Contact details for the practice: Shelley, Practice Manager 30 Kingsway Waterloo Liverpool L22 4RQ Tel: 0151 928 8668</p>	Practice leaflet and website	Free

<p>Opening hours:</p> <p>Monday to Friday 8.00am – 6.30pm.</p> <p>The Practice is closed half day one Wednesday afternoon per month for staff training.</p>	<p>Practice leaflet and website</p>	<p>Free</p>
<p>Other staffing details:</p> <p>Shelley – Practice Manager Kerrie – Assistant Practice Manager Janice – Practice Nurse Rosina – Healthcare assistant Frances – Reception/Administrator Kathleen – Receptionist Lorraine – Receptionist Elizabeth – Receptionist Rachel – Receptionist Paula – Receptionist Ann – Receptionist</p> <p>Attached staff includes District Nurses, Health Visitors, Midwives, Pharmacists & Citizens Advice.</p>	<p>Practice leaflet and website</p>	<p>Free</p>
<p>Class 2 – What we spend and how we spend it</p> <p>We contract with South Sefton Clinical Commissioning Group to provide general medical services to patients. The practice can provide details of the total income received from SSCCG for the main categories of income.</p> <p>Financial information can be obtained from NHS Commissioning Board.</p> <p>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.</p>	<p>Requests for this information must be made to NHS Commissioning Board (NBC)</p>	<p>TBC</p>

<p>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.</p>		
<p>Regular audits/contract monitoring and inspections takes place..</p>		
<p>Plans for development and provision of NHS services are detailed in our Practice Development Plan.</p>	<p>Hard copy by request from Practice Manager</p>	<p>*</p>
<p>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</p>	<p>Website</p>	<p>Free</p>
<p>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</p>	<p>Website</p>	<p>Free</p>
<p>Class 4 – How we make decisions Management policies are formulated at regular partners 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).</p>	<p>Hard copy by request from Practice Manager</p>	<p>*</p>
<p>Records of decisions made in the practice affecting the provision of NHS services</p>	<p>Hard copy by request from Practice Manager</p>	<p>*</p>

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	Not held	
Any publicly available register or list	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 Health Visitor Cervical Cytology Child Health Surveillance Contraceptive Services		
Chronic Disease Management clinics	Practice leaflet and website.	Free

<p>Flu Clinics Immunisations Maternity Services (with midwife) Minor Surgery Health Promotion</p> <p>Enhanced Services</p> <p>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.</p> <p>The following services involve information sharing with other agencies:</p> <p>Child Protection, General Nursing, Mental Health, Referral to Secondary Care & Social Services.</p>	<p>Hard copies by request from Practice Manager</p>	<p>*</p>
<p>Out of hours cover is provided by:</p> <p>GoToDoc from 6.30pm until 8 am Monday to Friday (including all weekend and bank holidays). Telephone: 0845 070 4422</p>		<p>Free</p>
<p>Information Leaflets:</p> <p>Practice Leaflet</p> <p>Complaints Procedure</p>		<p>Free</p> <p>Free</p>

* = 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.eastlancspct.nhs.uk

This is the website for East Lancashire PCT

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.

Publications:

- FOI Act 2000 www.hmso.gov.uk/acts/acts2000/20000036.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
- General Medical Services Contract Documentation