

St Martins Practice

Administrative policy

Publication Scheme

Created date: Mar 2006
Last revision date: 2013
Review due: 2015

This is a guide to St Martins Publication Scheme as required by the Freedom of Information Act 2000.

Introduction

This publication scheme is a complete guide to the information routinely made available to the public by St Martins practice. It is a description of the information about our GPs and the Practice which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

Your 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.

We will respond to requests about information we hold. This right is subject to some exemptions which have to be taken into consideration before deciding what information we can release.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. See our patient leaflet entitled Access to Medical Records available from reception or on our website.

In addition to accessing the information identified in this publication scheme, you are entitled to request information about St Martins under the NHS Openness Code 1995

How much will it cost to get any information you want?

Wherever possible we will make the information available free of charge. If we do need to make a charge the cost will be made known to you before we go ahead.

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 Camilla Hawkes, Practice Manager.

Classes of Information

All information at the 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 - 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:

- **Who we are:** Details of the practice, organisational structures, key personnel and how we fit into the NHS are available in our **Practice Leaflet**
- **Our Services:** The range of services we provide under contract to the NHS are available in our **Practice Leaflet**
- **Financial publications and information for the public:** Funding details and charging policies are available **upon request from the Practice Manager**
- **Regular publications and information for the public:** Guidance and information leaflets **are displayed in the waiting area and on our website.**
- **Complaints:** Policies, procedures and contacts for complaints are covered by our **Comments, compliments, complaints procedure, available at reception and on our website**
- **Our policies and procedures:** General policies and procedures in use within the practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety are available upon request **from the Practice Manager.**
- **This publication scheme:** The general management information in the Practice - **This scheme on display in the waiting room, and on the website. Specific enquires can be made to the Practice Manager**

Cost of information

For the most part, we will charge you only for hard copies or copying onto media (eg CD). Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

- (a) Information available free at the practice – appointments may need to be made with the Practice Manager to view certain material.

- (b) Single copies of information available free of charge from the Practice Manager
- (c) Multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for retrieval, copying and postage. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts other organisations websites.
- (d) Leaflets and brochures – free of charge, available in the waiting room and on the website. Single copies available free by post, multiple copies may incur postage charges.
- (e) Copies of Funding procedures, policies and protocols will incur copying and postage charges.

These charges will be reviewed regularly.

Useful resources & Publications:

Web sites:

www.informationcommissioner.gov.uk

This is the website for the Information Commissioner

Publications:

NHS Openness code <http://www.cfoi.org.uk/nhscoptext.html>

FOI Act 2000 <http://www.legislation.gov.uk/ukpga/2000/36/contents>

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