**CRICH MEDICAL PRACTICE**

**THE FREEDOM OF INFORMATION ACT 2000**

This publication scheme provides a guide to the services and practitioners who practice together within Crich Medical Practice as required by the Freedom of Information Act 2000.

It is based upon 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:

Dr R Smallman, Dr B Morland, Dr S Savage, Dr Y Diez and Dr J Hickinbotham

It is a description of the information about Crich Medical Practice and the General Practitioners who work there that is available to the public. 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.

From 1 January 2005 the FOI Act obliged 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.

Crich Medical Practice aims to follow national and local best practice guidelines, including NICE and the National Service Frameworks.

Under the Data Protection Act 1998, you area also entitled to access your clinical records or any other personal information held about you and you can contact the Practice Manager to discuss this.

Some information may be withheld including personal, confidential information about individuals that is protected by the Data Protection Act 1998.

**How much does it cost and how do we make the information available?**

The majority of information is available free of charge. In some cases there may be a charge to cover costs of photocopying, postage and administrative costs. The current rate is 35p per sheet for photocopying and £10.00 for any administrative costs. Postage will be charged at the current postal rate. There may be additional costs for multiple printouts or for copies of archived information that are no longer available. We will advise you of any costs incurred that will need to be paid in advance.

All requests for information should be made in writing to:

Mrs Cheryl Annable, Practice Manager, Crich Medical Practice, Oakwell Drive, Crich, Matlock, DE4 5PB

We will record all requests under the Freedom of Information Act 2000 and our responses and will review these on a regular basis.

We are not obliged to comply with any vexatious requests or repeated/similar requests from the same person other than at reasonable intervals.

**PART TWO – CLASSES OF INFORMATION**

All information at Crich Medical Practice is held, retained and destroyed in line with NHS guidelines.

Our commitment to publish information excludes any information with can be legitimately withheld under the exemptions set out in the Freedom of Information Act 2000.

Where individual classes are subject to exemptions, the main reason are the protection of commercial interests and the protection of confidential personal information under the Data protection Act 1998 or if the information is accessible by other means. This applies to all Classes within the Publication Scheme.

**Class 1 information – Who we are and what we do**

Crich Medical Practice

Oakwell Drive

Crich

Matlock

Derbyshire

DE4 5PB

Crich Medical Practice is a five partner practiced situated on the edge of the Derbyshire Peak District. The practice has two branch surgeries at Holloway and South Wingfield. In April 2013, the practice joined the Southern Derbyshire Commissioning Group and supplies services in accordance with a General Medical Services contract held with NHS England.

GP Partners:

Dr Robert Smallman Full time partner

Dr Bryan Morland Part time partner

Dr Sarah Savage Part time partner

Dr Yolanda Diez Part time partner

Dr Jonathan Hickinbotham Part time partner

Our website gives further information about our practice area, appointment times and other Primary Healthcare team members.

**Out of Hours cover**

Out of hours cover is provided by Derbyshire Health United between the hours of 6.00pm and 8.00am on weekdays, all day on weekends and Bank holidays.

The telephone number is 111

**Class 2 information – What we spend and how we spend it**

Crich Medical Practice receives money under the GMS Statement of Financial Entitlement for 2005 onwards. Further information can be found on the Department of Health website ([www.doh.gov.uk](http://www.doh.gov.uk)).

Information on the total cost of the practice to the NHS can be obtained from the Practcie Manager.

Some services we provide are outside the scope of the NHS and there is a charge for these services. Details of the charges can be obtained at reception and they are reviewed on an annual basis.

**Class 3 information – What are our priorities and how are we doing**

The practice sets out its objectives for the coming year under the following headings:

* Staffing
* Premises
* Contractual issues
* Information Management and Technology

Items not included within this list will also be discussed as appropriate.

**Class 4 information – How we make decisions**

The practice holds regular meetings throughout the year as follows:

Partners Partners and Practice/Assistant Practice Manager

*Monthly*

Clinical Partners, Practice Manager, Practice Nurses, Healthcare Assistant, District Nurses, Community Matron, Health Visitor, Secretary, Team member from Receptionist and Dispensary team

 *Monthly*

Nurses Partners, Practice Manger, Practice Nurses and Healthcare Assistant

 *Bi-annually*

Receptionist Practice/Assistant Practice Manager, Receptionists

 *Quarterly*

Dispensary Practice Manager, Dispensers

 *Quarterly*

All issues regarding the practice and any proposed changes are discussed at the relevant meeting. All meetings are minuted and shared with the appropriate personnel within the practice. Copies of all meetings are held by the Practice Manager for reference if required.

In addition we have allocated ‘training’ sessions on some Wednesday afternoons during the year. Three of these sessions are run by the Amber Valley and South Dales Locality Commissioning Board. The other sessions are used by the practice for in house training/planning etc.

**Class 5 information – Our policies and procedures**

We have the following policies and procedures laid down for use in the practice:

Staff confidentiality agreement

Staff handbook

Information security policy

Data Handling policy

Complaints policy

We also have a practice brochure available for our patients. A copy is available from reception. There is also a wide range of information available on our website.

**Class 6 information – Lists and Registers**

The most important list that we maintain is our list of registered patients. We have approximately 7,250 patients registered with the practice and the list is confidential.

**Class 7 – The services we offer**

Crich Medical Practice provides services under the General Medical Services contract with the NHS. The GP’s in our practice are not employed by the NHS but work under contract as Independent Contractors for the NHS.

We provide the following:

* A full range of General Medical Services
* Child health surveillance
* Some aspects of Minor surgery
* Contraceptive services
* Childhood vaccinations and immunisations

We also provide Enhanced Services in the following areas:

* Anticoagulation monitoring
* Minor surgery
* Rheumatology monitoring
* Fitting of contraceptive implants and coils
* MMR catch up campaign
* HPV vaccination
* Learning disabilities
* Adult and childhood vaccinations

**Useful resources:**

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

[www.foi.nhs.uk](http://www.foi.nhs.uk)

[www.cqc.org.uk](http://www.cqc.org.uk)