

## **NHS FREEDOM OF INFORMATION PROJECT BOARD/BRITISH MEDICAL ASSOCIATION MODEL PUBLICATION SCHEME FOR GENERAL PRACTICES**

**Welcome to the Cumberland House Surgery's General Practitioner's Publication Scheme. This is a guide to the Centre's General Practitioners (who practice together within a partnership) 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 Cumberland House Surgery. It is a description of the information about our General Practitioners ( Dr Ian Hughes Dr Olga Eyre Dr Chris Randall Dr Marc Roseberry and Dr Tim Irvine ) and Practice, which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

### **How much does it cost?**

The publications are all free from the website or as indicated within each Class. Where information is provided at a cost the charges will be calculated as set out below.

### **How is the information made available?**

The information within each Class is either downloadable from the practice website or available in hard copy from Sue Critchlow, the Business Manager at the Surgery.

### **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Cumberland House Surgery under the NHS Openness Code 1995.
- 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 1<sup>st</sup> 2005 it will oblige this 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.
- New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- 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 Sue Critchlow at 58 Scarisbrick New Road, Southport PR8 6PG to do this.

### **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:

Sue Critchlow, Business Manager at 58 Scarisbrick New Road, Southport PR8 6PG.

## **CLASSES OF INFORMATION**

All information at Cumberland House 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 where publication breaches patient confidentiality or where the information may be deemed by the Practitioners to be harmful to the medical or psychiatric interests of the patient, which is protected by 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:

### **1. Who we are**

Cumberland House Surgery is an NHS General Practice in contract with Sefton Primary Care Trust. This practice aims to follow National Institute for Clinical Excellence and National Service Framework Guidelines. The NHS is a very large part of the public sector. A full list of local General Practices can be found on the Sefton Primary Care Trust website. Cumberland House Surgery provides general medical services for the geographical area of Southport. A list of principal staff is as follows: -

Dr Ian M Hughes , GP, who has a special interest in coronary heart disease and diabetes  
Dr Olga Eyre, GP who has a special interest in children's health and women's health.  
Dr Chris Randall, GP who has a special interest in dermatology and women's health  
Dr Marc Roseberry who has a special interest in children's health and mental health  
Dr Tim Irvine who has a special interest in care of the elderly and coronary heart disease  
Sr Tina Grant, Practice Nurse, who has a special interest in CHD and Diabetes  
Sr Janet Norris and Sr Ann Day our Practice Nurses who have a special interest in Travel medicine, Women's Health and chronic disease management

Sue Critchlow , Business Manager and her staff

We practice from Cumberland House Surgery, 58 Scarisbrick New Road, Southport, Merseyside, PR8 6PG.

The practice website is: [www.cumberlandhousesurgery.co.uk](http://www.cumberlandhousesurgery.co.uk)

### **2. Our Services**

We provide General Medical Services under contract to the NHS according to the various regulations in force at that time. These include but are not limited to: -

Maternity Services including Midwives Clinics

Contraceptive Services

Child Development and Vaccination

Minor Surgery, including joint injection and cryo-cautery

Travel Vaccination

Diabetic Clinics

Dietician

Psychological Counselling

District Nursing and Health Visiting Services

Community Psychiatric Nursing

Information is shared with other clinical staff of other appropriate agencies on the basis of medical confidentiality.

The practice is open 08.00 to 18.30 Monday to Friday .  
Out of hours cover is provided by Integrated Care Sefton

### **3. Financial and funding information**

We receive funding from the Southport and Formby PCT according to the existing PMS contract and charge for services outside those regulations, whether provided to NHS or private patients, according to a notice displayed in the waiting room and on our private website in 1) above.

The amount received in NHS fees before expenses in 2007- 08 was £ 854,000

The amount spent on drugs and medicines in 2007-08 was £1,500,000

### **4. Regular publications and information for the public**

Guidance and information leaflets for certain specific conditions e.g. contraception, HRT, weight loss are available on request from the practice nurse. The doctors may offer patients PILS leaflets at consultations.

### **5. Complaints**

All complaints and comments should be addressed to the Business Manager (as in 1) above) and not to the individual concerned. A copy of the complaints procedure is available on request from the Business Manager at the surgery.

### **6. Our policies and procedures**

Copies of the Practice's procedures for dealing with complaints, data protection, repeat prescribing and "zero tolerance" health and safety are available from the Business Manager on request.

### **7. This Publication Scheme**

In this class, we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available. Costs of photocopying are 35p per sheet, with a minimum cost of £50.00 per request to cover staff time.

### **Cost of Information**

For the most part, we will charge you only for hard copies 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) Via the General Practice/Primary Care Trust Web Site – Free of charge, (although any charges for Internet Service provider and personal printing costs would have to be met by the individual.)

For those without Internet access, a single printout as on the website would be available by personal application to the Business Manager at the surgery. However, requests for multiple printouts, or for archived copies of documents, which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation's websites.

b) The Practice Booklet is available for free. One copy per family.

c) E-mail-will be free of charge but is not a preferred method of communication and should not be used for urgent requests (less than 24 hrs).

The charges will be reviewed regularly.

## **Useful Resources**

Web sites:

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

This is the web site of the Information Commissioner

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

This is the web site of the Lord Chancellor's Department

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

This is the NHS Freedom of Information web site

Primary Care Trust web site

## **Publications**

- NHS Openness Code- [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)
- FOI Act 2000 [www.legislation.hmso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts2000/2000036.htm)
- Code of Practice under Section 45 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)
- Code of Practice under Section 46 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)
- Statement of Fees and Allowances payable for General Medical Practitioners in England

## **Copyright**

Material available through this Publication Scheme is subject to the General Practice's copyright unless otherwise indicated. Unless expressly indicated to the contrary, it may be reproduced free of charge in any format or medium provided it is done so accurately in a manner which will not mislead. Where items are re-published or copied to others, you must identify the source and acknowledge copyright status. This permit does not extend to third party material, accessed through the scheme. For HMSO Guidance Notes see [www.hmso.gov.uk/guides](http://www.hmso.gov.uk/guides).

