

BRANNAM MEDICAL CENTRE
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME

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Welcome to the Brannam Medical Centre's publication scheme. This scheme is produced in accordance with the requirements of the Freedom of Information Act 2000.

INTRODUCTION

This Publication Scheme is a complete guide to the information routinely made available to the public by Doctors Marston, Jack, Bargery, McCaie, Bunney, Reynolds, Taylor, Stewart and Chesworth at Brannam Medical Centre. It is a description of the information about our General Practitioners and practice that 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 free unless otherwise indicated within each class. Where information is provided at a cost the charges will be calculated as set out in Class 7 of this publication.

How is the information made available?

The information within each class is available in paper form from the leaflet racks in reception or by contacting the Practice Manager at the surgery. Written requests for our publications will be responded to within 20 working days, please include a stamped self addressed envelope with written requests.

YOUR RIGHTS TO INFORMATION

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about our Practice under the NHS Openness Code 1995.
- The Freedom of Information Act 2000 recognizes that members of the public have the right to know how public services are organized and run, how much they cost and how decisions are made.
- From 1st January 2005 the Freedom of Information Act will oblige all General Practices to respond to requests about information that they hold and record in any format. The Act will create a right to access to that information. These rights are subject to some exemptions that have to be taken into consideration before deciding what information can be released.
- 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 by our practice. You can request to see your own medical record by writing to the Practice Manager at the surgery.

Feedback:

We welcome suggestions about how this publication scheme and the presentation of the information itself might be improved. If you have any comments, or if you have any difficulty accessing any information please write to the Practice Manager.

CLASSES OF INFORMATION

All information at Brannam Medical Centre is held, retained and destroyed in accordance with NHS guidelines and our Practice Records Management Policy.

Our commitment to publish or supply information excludes any information that can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000 or any information that has been destroyed or updated in accordance with NHS guidelines.

Where individual classes are subject to exemptions, the main reasons are for example 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 available under this scheme is grouped into the following broad categories:

Class 1 Who we are

This Practice holds a contract with Devon Primary Care Trust and provides medical services for patients living within the boundaries of Chivenor to Kingsford Gate, and Challacombe to Atherington. A map of our practice area is available in our Practice Leaflet, which is available from reception.

A full list of the General Practices in this area and further details about how the Primary Care Trust fits into the NHS, a major part of the public sector, can be obtained by writing to the Devon Primary Care Trust at Crown Yealm House, Pathfields Business Park, South Molton, North Devon.

Our practice is contracted to provide Personal Medical Services for our registered patients under contract to the Devon Primary Care Trust in accordance with our Personal Medical Services contract.

Some information about our practice will be withheld, including personal and confidential information about individuals, all of which is protected by the Data Protection Act 1998.

The current Partners are:

Name	Qualifications	Hours	Date Registered
Dr J A Marston	MA, MB, B.Chir	Part Time	1972
Dr I M F Jack	B.Sc, MB. Ch.B	Part Time	1974
Dr A Bargery	MA, MBBS, MRCP, DRCOG	Full Time	1979
Dr C P McCaie	MB, Ch.B, MRCP, MRCP	Full Time	1976
Dr R G Bunney	b.Sc.Hon, MBBS, MRCP, DRCOG, MRCP	Full Time	1982
Dr C P Taylor	B.Sc.Hon, MBBS, DCH	Full Time	1986
Dr Z Reynolds	MD	Part Time	1975
Dr I Stewart	MB, Ch.B, MRCP, DRCOG, FRCS	Full Time	1990
Dr T J Chesworth	MB, Ch.B, MRCP, MRCS	Full Time	1998

The following key personnel work within the practice and are employed by the practice a full up to date list is available free of charge in our practice leaflet from reception.

Job Title	Name	Hours
Practice Manager	C Ford, MAAT, B.Tech Business Management	Full Time
Senior Practice Nurse	D Dyer, RGN, B.Sc. Nursing	Full Time
Reception Manager	D Brown, M.Sc.	Full Time

The following people provide services to our patients but are employed by The North Devon Primary Care Trust:

Job Title	Name	Hours
Community Nurse	Community Nursing Team	Full & Part Time
Health Visitor	HV Team	Full & Part Time

The following people provide services to our patients but are employed by other NHS Agencies.

Job Title	Name	Hours
Midwives	Community MW Team	Full & Part Time
Community Psychiatric Nurse	CPN Team	Full & Part Time

Class 2 Our Services.

A full list of the services we provide include:

- Opening hours.
- Patients' Charter.

Copies of the practice leaflets and Patients' Charter can be obtained free of charge from reception.

Details of our opening hours are contained in a leaflet available in reception:

Day	Morning	Afternoon
Monday	8.30	6.30
Tuesday	8.30	6.30
Wednesday	8.30	6.30
Thursday	8.30	6.30
Friday	8.30	6.30

We provide an Out of Hours service through Devon Doctors on Call. Further information about this service can be obtained from Devon Doctors on Call, Unit 10, Manaton Court, Manaton Close, Matford Business Park, Exeter EX2 8PF.

We share information with other service providers in accordance with the policies agreed with the Devon Primary Care Trust and by reference to the Data Protection Act.

Class 3 Financial and funding information.

We receive fees for providing medical services to our registered patients from the North Devon Primary Care Trust through the mechanism of our Personal Medical Services contract.

Total Income received from the NHS before expenses in last financial year to 2005/6 was £1,365,789.

From these fees the practice has to meet the costs of running the Practice this includes the following main expenses:

- Running costs and maintenance of the premises and equipment
- Administrative costs including pay of staff
- IT support and maintenance
- Communications support, maintenance and running costs
- Infrastructure investment such as clinical equipment...

We receive a drug budget that is set by Devon Primary Care Trust on a yearly basis to provide prescriptions for our registered patients. Total sum spent on drugs prescribed by our Practice in last financial year 2002/2003 was £1,500,550. The budgets received vary from year to year and can be obtained by writing the Practice Manager.

We have a scale of fees for work that comes outside of our Personal Medical Services contract. Details are displayed on notices in reception.

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 practice's affairs or
- no longer available under NHS guidelines.
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Class 4 Regular Publications and information for the public

- 1) We keep a range of leaflets on medical problems that can be accessed by:
 - a) *Asking our practice nurses or the doctors*
 - b) *Looking in the leaflet folders in the waiting room and treatment room*
 - c) *Request at reception*
- 2) We keep you informed of temporary alterations in our opening hours by
 - a) *Notices on the entrance doors*
- 3) We publish a practice leaflet which is updated regularly.
It is available from reception. Once an update is produced, previous copies are destroyed and are no longer available for publication.
- 4) We keep some leaflets and information produced by other organizations. These can be accessed from:
 - a) *Leaflet folder*
 - b) *Leaflet racks*

The leaflets available under Class 4 are free of charge.

Leaflets may from time to time become unavailable due to being discontinued, replaced by an alternative or because they have been updated.

Class 5 Complaints.

We have a practice complaints procedure in line with The Medical Defence guidelines and a copy may be obtained from Reception. If you wish to make a complaint please write or ask to speak to the Practice Manager.

There may be circumstances where material cannot be released because it is confidential to a third party as regulated by the Data Protection Act 1998, is no longer available under NHS guidelines or in accordance with our Practice Records Management Policy.

Class 6 Our Policies and Procedures.

We keep policies in the following areas:

- 1) Patient Privacy and Confidentiality
- 2) Clinical Procedures.
- 3) Administrative Procedures.
- 4) Complaints
- 5) Records Management, Information Sharing and Data Protection
- 6) Drugs, Dispensing, Prescribing and Prescriptions
- 7) Health and Safety
- 8) Employment
- 9) Risk Management
- 10) Audit and Controls Assurance

These policies are subject to regular review. They are available by writing to the Practice Manager. There may be circumstances where material cannot be released because it is:

- confidential or
- security based 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 practice's affairs or
- no longer available under National or NHS guidelines or
- no longer current and has been replaced

There is a charge for producing a hard copy of this information as detailed in class 7 below.

Class 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 enquiries regarding information management generally in our Practice. We will also publish any proposed changes or additions to publications already available.

Some information is available free, but there may be a nominal charge to cover costs if you require a hard copy of information.

These charges will vary according to how the information is available.

Although individual copies of single items covering a single page will be provided free, a charge will be made to cover the costs of supplying information.

Charges.

1. Leaflets and brochures about our practice are available at the reception desk.

Any cost incurred for postage will be charged for and you are requested to submit a stamped self addressed envelope with any request for hardcopies to be sent by post.

The charges will be reviewed regularly.

Any enquiries regarding information management in this practice should be referred to the Practice Manager.

USEFUL RESOURCES

Websites:

National Health Service	www.nhs.uk
Department of Health	www.doh.gov.uk
Information Commissioner	www.informationcommissioner.gov.uk
Lord Chancellor's Department	www.lcd.gov.uk
NHS Freedom of Information	www.foi.nhs.uk
North Devon Primary Care Trust	www.northdevonhealth.nhs.uk

Publications

NHS Openness Code	www.doh.gov.uk/nhsexec/codemain.htm
FOI Act 2000	www.legislation.hmsso.gov.uk/acts2000/2000036.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
Statement of Fees & Allowances payable for General Medical Practitioners in England	http://www.redbook.i12.com/rb/Docs/rb0.htm
NICE best practice guidelines	Available from www.nhs.uk or www.doh.gov.uk searches
National Service Frameworks	Available from www.nhs.uk or www.doh.gov.uk searches

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For HMSO Guidance Notes see www.hmsso.gov.uk/guides.htm