

St. Catherine's Surgery

FREEDOM OF INFORMATION ACT 2000 Publication Scheme

October 2004

St Catherine's Surgery; Publication Scheme.

This Publication Scheme provides a guide to the services and practitioners who practice together within St Catherine's Surgery as required by the Freedom of Information Act 2000.

It based on 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 Drs David Goodall, John Batten, Jo Liebert & Graham Wilson . It is a description of the information about the St Catherine's Surgery and the General Practitioners that 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 January 1st 2005 the FOI Act will oblige the Surgery 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.
- In addition to accessing the information identified in this Publication Scheme, you are entitled to request information about St Catherine's Surgery under the NHS Openness Code 1995.
- 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 the practice manager at St Catherine's Surgery to do this.
- 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.

How much does it cost?

Publications are all free unless otherwise indicated. Where there is a charge for providing information the cost will be calculated as set out in each class.

How do we make information available? Information may be downloaded from our practice website www.st.catherines-surgery.nhs.uk otherwise it is available in hard copy from the Practice Manager as indicated for each class of information.

Feedback

If you have any comments about the operation of this Publication Scheme, or how we have dealt with your request for information from the Scheme, please write to:

**The Practice Manager
St Catherine's Surgery,
St Paul's Medical Centre
121 Swindon Road
Cheltenham
GL50 4DP**

PART TWO: CLASSES OF INFORMATION

All information at the St Catherine's 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 the protection of commercial interests and the protection of confidential personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme.

The information included in this Scheme is grouped into 7 broad categories.

Class 1 information

Details of the practice, organisational structure, key personnel and how we fit into the NHS

Who we are

**St Catherine's Surgery,
St Paul's Medical Centre,
121 Swindon Road,
Cheltenham
GL50 4DP**

**Branch Surgery: Healthy Living Centre
Community Resource Centre
Cassin Way, Hester's Way
Cheltenham
GL51 7SU**

This NHS practice is part of the Cheltenham & Tewkesbury PCT and provides services for patient living within the Cheltenham area. It supplies services in accordance with a general medical services contract held with Cheltenham & Tewkesbury PCT.

A full list of local General Practices can be found on the PCT website

www.chelttewkpct.org.uk

A full list of the services provided will be found at class 2 below.

Key personnel:-

Dr David Goodall, full time partner

Dr John Batten, three-quarter time partner

Dr Graham Wilson, full time partner
Dr Jo Liebert , 5/8 time partner
Dr Rebecca Poole, full time salaried GP
Dr Kate Todd, part time salaried GP

Our practice manager is Sue Johnson.
A full staff list can be found at Appendix 1.

This practice aims to follow national and local best practice guideline, including the NICE best practice guidelines and the National Service Frameworks.

This Practice has a local Personal Medical Services contract with the Primary Care Trust.

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

Class 2 Information

The range of services we provide under contract to the NHS.

Our Services

A full range of general medical services: Child health surveillance, minor surgery, contraceptive services, obstetrics services, cervical cytology, Smoking cessation clinic, Heart Health clinic, Diabetic clinic, Asthma clinic, leg ulcer clinic, District Nursing and immunisations. This information is available on our Practice Leaflet available free of charge at reception.

The practice is open at the following hours:

Weekdays 8.15am - 6.30pm
An emergency phone service operates between 08:00 to 08:30am
each weekday
Weekends & Bank Holidays closed all day.

Out of hours cover is provided by Cheltenham & Tewkesbury Primary Care trust Out Of Hours Service between the hours of 6.30pm – 08:00am on weekdays, and all day on Saturdays, Sundays and Bank Holidays.

Members of staff conduct consultations in English. Translation services are available through Language Line if required.

Dr Wilson has a special interest in heart disease & diabetes and oversees the running of the in-practice Clinics for these areas. He is a GP with Special Interest in the Community Heart Failure Service (1 session per week).

Dr Goodall is a Hospital Practitioner in Oncology (1 session per week) at Cheltenham General Hospital.

Dr Batten has a special interest in asthma and is available at our weekly chest clinics which are run by our Practice Nurse.

Dr Poole is a Clinical Assistant in migraine (1 session per week) at Princess Margaret Hospital, Swindon.

Class 3 information

Funding details and charging policies

Financial and funding information

The St Catherine's Surgery receives money from Cheltenham & Tewkesbury PCT according to its contract with them in exchange for services provided for patients.

The total income received from the NHS before expenses in 2001/2002 was £840,546. The sum spent on drugs prescribed by the St Catherine's Surgery Practice in 2002/2003 was £984,721.

Class 4 information

Guidance and information leaflets

Regular publications and information for the public

The following published information is available.

Practice Leaflet – Practice charter - Your Guide to the NHS – Cheltenham doctors On Call - Protecting and Using Patient Information in General Practice What You Need to Know - Are You a Carer - Maternity Care Programme – Travel Advice Leaflet –Instructions to Patients following Cauterisation of Warts & Verrucas– Diet Guidelines –Childhood Immunisations- Warfarin Booklet, Care of Patient on Warfarin – Smoking Advice Leaflets – Flu vaccination Advice.

All of these publications are free of charge .

Class 5 Information

Policies, procedures and contacts for complaints

Complaints

This practice follows the NHS complaints procedure and follows a strict protocol when dealing with all complaints.

A copy of the practice complaints procedure is available from:

**The Practice Manager,
St Catherine's Surgery,
St Paul's Medical Centre,
121 Swindon Road,
Cheltenham GL50 4DP**

Class 6 Information

General policies and procedures in use within the practice

Our policies and procedures

- Health and safety

Class 7 Information.

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 Practice. We will also publish any proposed changes or additions to publications already available.

This Publication Scheme

Cost of Information

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 information is made available.

Charges are as follows:

Web site –

Free of charge - (charges for Internet Service provider and personal printing costs would have to be met by the individual) The practice and PCT web addresses are www.stcatherines-surgery.nhs.uk & www.chelttewkpct.org.uk

If you do not have Internet access, a single print-out from the website would be available by post from the Practice Manager or by personal application at the Practice. The practice charges 35p per sheet + the cost of postage if required.

Requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, will attract a small 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 are not able to provide printouts of other organisation's websites.

Leaflets and brochures –

Free of charge for most leaflets or booklets on, for example, services we offer to the public.

These charges will be reviewed regularly.

Part Three: Useful Resources

Web sites:

Information Commissioner	www.informationcommissioner.gov.uk
Lord Chancellor's Department	www.lcd.gov.uk
NHS Freedom of Information web site	www.foi.nhs.uk
Cheltenham & Tewkesbury PCT	www.chelttewkpct.org.uk

Publications

NHS Openness Code - www.doh.gov.uk/nhsexec/codemain.htm

FOI Act 2000 www.legislation.hmso.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 and Allowances payable for
General Medical Practitioners in England

www.redbook.112.com/rb/Docs/rbO.htm

NICE best practice guidelines

National Service Frameworks

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Appendix 1

Primary Health Care Team			
	St Catherine's Surgery		Healthy Living Centre
Partners	Dr Goodall, Senior Partner Dr John Batten Dr Graham Wilson -PCT representative Dr Jo Liebert		
Retainer	Dr Kate Todd		
Practice Manager	Sue Johnson		Lin Nicholson
Secretary	Beryl Crawford		
Reception Team	Pam Badger	Senior Receptionist	
	Jennifer Payne		Jenny Browning
	Jennifer Pritchard		Pat Kendrick
	Lyn Hough		Jean Twinning
	Sue Waugh		
	Carolyn Best		
Admin Staff	Diane Williams		
	Margaret Rankin		
	Deborah Mills		
Computer Lead	Jen Swinbank		
Practice Nurse Team	Alison Edwards	Senior Nurse	Sue Wilcock -Senior Nurse
	Nikki Phelps		Rebecca Fricker
	Pat Egerton		Nicky Crabbe
	Barbara Jones	Nurse receptionist	
Health Visitor Team	Rebecca Gilbert	Team Leader	
	Lorraine Dawes		
	Louise Stokes		
	Sue Owen	Admin Assistant	
	St Catherine's Surgery		Healthy Living Centre
District Nurse Team	Louise Chambers	Senior Nurse	
	Nic Stephens	Alison Body	
	Nee Poskitt		
	Denise Shaikh		
	Sue Smith	Nursing Auxilliary	
Macmillan Nurse	Debbie Clark		
Midwife	Linda Bell		
Podiatry	Wendy Carter		
GP for Substance Misuse	Dr Simon McMin		

