



Guide to Information provided by GPs under the model publication scheme

Under the Freedom of Information Act 2000 all public authorities are required to have and operate a publication scheme approved by the Information Commissioner. Doctors providing medical services under most contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

It is the intention of the Information Commissioner that all public authorities should adopt and operate the one model scheme that has been approved. This is a very general scheme based on the principal that all public authorities need to recognize the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release.

The scheme requires three documents to be considered:

- the model scheme itself;
- our guidance on adopting and operating the scheme; and,
- a guide provided by the public authority indicating what information will be provided, how it will be provided and whether any charge will be made for its provision.

To assist medical practitioners who are public authorities we have produced the outline of a guide for their use. They should consider expanding elements of it to provide greater explanation and additional information where this can be done. For example if there are specific plans for the provision of NHS services these could be detailed. It is not necessary to submit the guide completed by the practice for approval.

We recognize that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “None Held” can be entered in this section. Under policies and procedures we have listed the policies we would expect practices to have. Again if this is not the case, “Not held” can entered in the relevant part. Any additional policies should also be listed.

Fees should be requested only where this is done in accordance our guidance.

Information available from (Kings Lane Medical Practice *providing medical services under contract to the NHS*) under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

<p>Information to be published</p> <p>This Publication Scheme provides a guide to the services and practitioners who practice together within the Kings Lane Medical Practice as required by the Freedom of Information Act 2000.</p> <p>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.</p>	<p>How the information can be obtained</p> <p>Information may be downloaded from the Kings Lane Medical Practice web site: www.kingslane.net</p> <p>Otherwise it is available in hard copy from the Practice Manager as indicated for each class of information.</p>	<p>Cost</p> <p>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.</p>
<p>Class1 - Who we are and what we do</p> <p>We are a medical centre providing a full range of General Medical Services under contract to the NHS.</p> <p>We are a GP training practice.</p>		
<p>DOCTORS IN THE PRACTICE</p> <p>Dr Denyse Kershaw MB ChB FRCGP - Partner</p> <p>Dr Kershaw has a special interest in Dermatology and Elderly Medicine.</p> <p>Dr Kershaw is a Fellow of the Royal College of General Practitioners and a GP Registrar trainer</p>		

<p>Salaried GPs Dr Cathy Hicks MB ChB MRCP DRCOG DRSH Dr Priya Sharma MB ChB DRCOG MRCP Dr Maria Gillon Dr Murray Freeman Dr Tom Hennessy</p>		
<p>CONTACT DETAILS FOR THE PRACTICE Kings Lane Medical Practice Higher Bebington Health Centre 25 Brackenwood Road Higher Bebington Wirral CH63 2LR</p> <p>Tel: 0151 608 4347 Fax: 0151 608 9095 www.Kingslane.net</p>		
<p>OPENING HOURS Monday, Tuesday, Wednesday, Thursday, Friday:- 8.15am – 6.15pm</p>		
<p>OTHER STAFFING DETAILS Practice manager Mr Robert Howard Practice Nurses Barbara Goonesinghe RGN Karen McCabe RGN Administration Team 8 Receptionists 4 Administrators (all part-time)</p>		
<p>Class 2 – What we spend and how we spend it The total income taken from the audited accounts received from the NHS before expenses.</p>	<p>Upon request to the Practice Manager.</p>	
<p>Total cost to the CCG/NHS England/LHB/HSSB of our contracted services.</p>	<p>Upon request to the Practice Manager.</p>	

Audit of NHS income	Upon request to the Practice Manager.	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Our priority is to give provide our patients with the best medical care. We continue to encompass new technologies whilst maintaining traditional family medicine values.</p> <p>In August 2012 we moved to a new purpose built medical centre which has enabled us to offer our patients more comprehensive medical services in their local area.</p> <p>We also host additional community services eg physiotherapy service, counselling service, podiatry and a midwife led antenatal clinic.</p>		
Plans for the development and provision of NHS services are in line with NHS England and Wirral GP Commissioning Consortium.		
<p>Class 4 – How we make decisions</p> <p>The practice has regular practice meetings and two weekly clinical meetings with the community nursing teams involved in our patient’s care and decisions are all recorded in the minutes.</p>	Upon request to the Practice Manager.	
Records of decisions made in the practice affecting the provision of NHS	Upon request to the Practice	

services	Manager.	
Class 5 – Our policies and procedures We have a full range of protocols, policies and procedures for delivering our services and responsibilities.	Information on request to the Practice Manager.	
We have a full range of Policies and procedures about the employment of staff Including:	Information on request to the Practice Manager.	
Equality and Diversity		
Health & Safety		
Confidentiality		
Class 6 – Lists and Registers Currently maintained lists and registers only	None held	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Class 7 – The services we offer CURRENT INFORMATION ONLY The services provided under contract to the NHS <ul style="list-style-type: none"> • A full range of general medical services • Child health surveillance and immunisation • Contraceptive Services • Obstetrics Services • Cervical Smear Tests • Phlebotomy Service • Adult Immunisation • Travel Advice And Vaccines • Asthma Clinic 		

<ul style="list-style-type: none"> • Diabetic Clinic • Coronary Heart Disease Clinics • COPD Clinics • E.C.G • Lung Function Tests • Minor Surgery • Wart Clinic • New Patient Health Checks • Hearing Tests • Anticoagulation / Warfarin Clinic – GP Referral only 		
<p>INFORMATION LEAFLETS Practice Information Leaflet Practice Web Site: www.Kingslane.net</p>		<p>This publication is free of charge.</p>
<p>OUT OF HOURS ARRANGEMENTS Out of hours cover is provided by the NHS 111 Service between the hours of 6.30pm – 8.00am on weekdays, from 6.30pm on Fridays and all day on Saturdays, Sundays and Bank Holidays.</p> <p>The telephone number for GP Out Of Hours Service is 111</p>		