

## STATION ROAD SURGERY GENERAL PRACTICE Publication Scheme

This is a guide to the General Practitioners' Publication Scheme as required by the Freedom of Information Act 2000.

### **PART ONE: INTRODUCTION AND BACKGROUND**

#### **1. Introduction**

Welcome to the Publication Scheme for Station Road Surgery.

This publication scheme is a complete guide to the information routinely made available to the public by our general practice as required by the Freedom of Information Act 2000. It is a description of the information about our General Practitioners and Practice, which we make publicly available. This will be reviewed at regular intervals and we will monitor its effectiveness.

#### **2. Your rights to information**

- a) 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.
- b) From January 1<sup>st</sup> 2005 it will oblige the 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.
- c) In addition to being able to obtain the information identified in the Publication Scheme, you are also entitled to request information our General Practice under the **NHS Openness Code 1995**.
- d) Under Data Protection legislation, you are also entitled to access you clinical records or any other personal information held about you by applying in writing to:

The Practice Manager  
Station Road Surgery  
Sowerby Bridge  
HX6 3AB

- e) New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as that provided under the Freedom of Information Act 2000.

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

The information within each Class is either downloadable from this website or is available in hard copy. You can obtain a hard copy of the information referred to in this publication scheme, by either:

Calling in at reception between **08.30am – 12.45 / 13.45 – 18.00**

Or in writing to:

The Practice Manager  
Station Road Surgery  
Sowerby Bridge  
HX6 3AB

#### **4. How much will the publication cost?**

The publications are all free unless otherwise indicated within the Class (see below). Where information is provided at a cost, the charges will be calculated as set out in Class 7 below.

#### **5. 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:

Patient Services Manager  
Station Road Surgery  
Sowerby Bridge  
HX6 3AB

### **PART TWO: CLASSES OF INFORMATION**

All information at Station Road Surgery is held, retained and destroyed in accordance with NHS guidelines.

#### **Exemptions**

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 include the protection of commercial interests or the protection of personal information under the **Data Protection Act 1998**. This applies to all Classes within the Publication Scheme.

The information made available under this Scheme is grouped into seven broad categories.

### **CLASSES**

#### **1. WHO WE ARE**

<b>Description</b>	Details of the practice, organisational structures, key personnel and how we fit into the NHS.
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## **2. OUR SERVICES**

**Description** The range of services we provide under contract to the NHS

## **3. FINANCIAL AND FUNDING INFORMATION**

**Description** Funding details and charging policies

## **4. REGULAR PUBLICATION AND INFORMATION FOR THE PUBLIC**

**Description** Copies of Guidance and information leaflets

## **5. COMPLAINTS**

**Description** Policies, procedures and contacts for complaints

## **6. OUR POLICIES AND PROCEDURES**

**Description** General policies and procedures in use within the practice. These include, but are not restricted to, data protection, Prescribing and prescription, health and safety.

## **7. THIS PUBLICATION SCHEME**

**Description** 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 the Trust. We will also publish any proposed changes or additions to publications already available.

**This publication scheme.**

### **Cost of information**

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

The charges will vary according to how information is made available.

### **Charges are as follows:**

- a) Website – Free of charge via the site – addresses are:  
[www.stationsurgery.co.uk](http://www.stationsurgery.co.uk) - [www.calderdale-pct.nhs.uk](http://www.calderdale-pct.nhs.uk)

**Note: Any charges for the Internet service provider and personal printing costs would have to be met by the individual.**

- b) Single print out – If you do not have internet access, a single printout as on the website can be obtained by applying in writing to:

The Practice Manager  
Station Road Surgery  
Sowerby Bridge  
HX6 3AB

(THE PRACTICE CHARGES 10P PER SHEET AND THE COST OF POSTAGE)

- c) Multiple copies or archived copies of documents which are no longer available on the web, will 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.

Please note: We will not provide printouts of other organisation's websites.

- d) Leaflets and brochures – Leaflets or booklets on, for example, the services we offer to the public are free of charge for single copies. (See item c above for multiple copies). A list is available from reception at:

Station Road Surgery  
Sowerby Bridge  
HX6 3AB

The charges will be reviewed regularly.

## Useful Resources

### Web sites:

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

Lord Chancellor's Dept. [www.lcd.gov.uk](http://www.lcd.gov.uk)

Freedom of Information website [www.foi.nhs.uk](http://www.foi.nhs.uk)

Primary Care Trust website [www.calderdale-pct.nhs.uk](http://www.calderdale-pct.nhs.uk)

NHS Direct [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

## Publications

NHS Openness Code [www.doh.gov.uk/nhsexec/ccodemain.htm](http://www.doh.gov.uk/nhsexec/ccodemain.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.

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