

## MONTPELIER SURGERY

### GENERAL PRACTICE: PUBLICATION SCHEME

This Publication Scheme provides a guide to the services and practitioners who practice together with the Montpelier Surgery General practice as required by the Freedom of Information Act 2000.

It is 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 Dr Jane Roderic-Evans, Dr Jessica Cramp and Dr Laura Marshall-Andrews. It is a description of the information about the Montpelier Surgery and the General Practitioners who 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 1st January 2005 the FOI Act obliges 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.

In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about the Montpelier Surgery General Practice 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 the Montpelier Surgery to do this.

### **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 web site [www.montpelier-surgery.co.uk](http://www.montpelier-surgery.co.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 the Publication Scheme, or how we have dealt with your request for information from the Scheme, please write to:

The Practice Manager  
Montpelier Surgery  
2 Victoria Road  
Brighton  
BN1 3FS

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

All information at the Montpelier Surgery General Practice 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 of 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 with the Publication Scheme.

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

## **Class 2 information**

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

### **Who we are**

The Montpelier Surgery Practice  
2 Victoria Road  
Brighton  
BN1 3FS

This NHS practice is part of the NHS Brighton & Hove and provides services for patients living within the boundaries of the City of Brighton & Hove. It supplies services in accordance with a general medical services contract held with NHS Brighton & Hove.

A full list of local General Practices can be found on the PCT web site - [www.brightonhovecitypct.nhs.uk](http://www.brightonhovecitypct.nhs.uk)

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

### **Key personnel**

Dr Jane Roderic-Evans	-	part-time, senior partner
Dr Jessica Cramp	-	full time partner
Dr Laura Marshall-Andrews	-	part-time partner
Dr Francis Richards	-	part time, salaried doctor

Our Practice Manager is Mr Gary Toyne - full time

We have one part-time Practice Nurse - Sister Janet Devlin

We have one phlebotomist/Healthcare assistant – Ruth Barber

We have one visiting counsellor - Ms Judy Baskett, Tuesday & Wednesday morning

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

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

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, obstetric services
- ~ Travel clinic
- ~ Baby Immunisation clinic
- ~ Asthma Management
- ~ Diabetes Management
- ~ Coronary Heart Disease
- ~ Smoking Cessation
- ~ Health & Lifestyle
- ~ Counselling services

Some services require information sharing with other health care agencies and we have the following protocol for such information sharing.

The practice is open at the following hours:

Monday, Tuesday, Thursday, Friday  
0830 - 1300 and 1430 - 1800  
Wednesday  
0830 - 1300 and 1430 - 1700

Out of hours cover is provided by South East Health.

Their telephone number is 0845 456 5420.

Members of staff conduct consultations in English. If you require a translator, please request one when you make an appointment.

Dr Jane Roderic-Evans has an interest in Acupuncture.

Class 3 information

Financial and funding information

The Montpelier Surgery practice receives money from NHS Brighton and Hove according to its contract with NHS Brighton and Hove in exchange for services provided for patients.

## Class 4 information Guidance and information

Regular publications and information for the public

The following published information is available.

- practice brochure
- baby immunisation leaflets including MMR & Hib
- meningitis
- contraception and sexual health leaflets
- asthma leaflets
- breast screening
- arthritis
- dietary advice
- diabetes information sheet
- coronary heart disease information sheet
- holiday health and immunisations

All of these information sheets and leaflets are free of charge.

## Class 5 information

Policies, procedures and contacts for complaints.

### Complaints

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

A copy of the complaints procedure is available from:

The Practice Manager  
The Montpelier Surgery  
2 Victoria Road  
Brighton  
BN1 3FS

## Class 6 information

General policies and procedures in use within the practice.

Our policies and procedures

Data Protection  
Prescribing and Prescription policy  
Zero Tolerance Policy  
Health and Safety Policy  
Information sharing policy

## 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 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

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:

- A. 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.montpeliersurgery.co.uk](http://www.montpeliersurgery.co.uk) and [www.brightonhovacitypct.nhs.uk](http://www.brightonhovacitypct.nhs.uk) respectively.
- If you do not have Internet access, a single printout from the web site would be available by post from the Practice Manager or by personal application at the Practice. The practice charges 0.35p per sheet plus 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 web sites.
- B. Leaflets and brochures - Free of charge for most leaflets or booklets on, for example, services we offer to the public. A full list is available from the Practice Manager.
- C. E-mail information - free of charge unless specified otherwise.

These charges will be reviewed regularly.

## PART THREE - USEFUL RESOURCES

Web sites:

Information commissioner [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)  
Lord Chancellor's department: [www.lcd.gov.uk](http://www.lcd.gov.uk)  
NHS Freedom of information  
Web site: [www.foi.nhs.uk](http://www.foi.nhs.uk)  
Brighton & Hove Primary  
Care Trust web site: [www.brightonhovacitypct.nhs.uk](http://www.brightonhovacitypct.nhs.uk)

#### 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 [www.redbook.i12.com/rb/Docs/rb0.htm](http://www.redbook.i12.com/rb/Docs/rb0.htm)

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