

## **FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME**

**Welcome to the Broadway Medical Centre General Practitioner's Publication Scheme. This is a guide to the General Practitioners' (who practice together) within the partnership as required by the Freedom of Information Act 2000.**

### **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by Drs Paul Carpenter, Susan Fairhead, Robert Smyth, Sarah Jane Kirk and Michael Aziz. 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.

### **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Broadway Medical Centre under the NHS Openness Code 1995.
- 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 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 that have to be taken into consideration before deciding what information it can release.
- 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 and you can contact the Practice Manager at Broadway Medical Centre to do this.

### **How much does it cost?**

The publications are all free unless otherwise indicated within each Class.

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

The information within each Class is either downloadable from [www.wyrepct.org.uk](http://www.wyrepct.org.uk) or available in hard copy from the Practice Manager.

## **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  
Broadway Medical Centre  
65/67 Broadway  
Fleetwood  
Lancs.  
FY7 7DG

## **CLASSES OF INFORMATION**

All information at the Broadway Medical Centre is held, retained and destroyed in accordance with NHS guidelines.

Our commitment to publish 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.

Where individual Classes are subject to exemptions, the main reasons are 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 on this Scheme is grouped into the following broad categories:

### **1. Who we are**

Broadway Medical Centre is an NHS practice, part of Wyre Primary Care Trust (the PCT). We provide services for patients living within the boundaries of Fleetwood and parts of Thornton-Cleveleys. We supply services in accordance with a general medical services contract held with Wyre PCT.

#### **Key Personnel:**

Dr Paul Carpenter, full time partner  
Dr Susan Fairhead, full time partner  
Dr Robert Smyth, full time partner  
Dr Sarah Jane Kirk, three-quarter-time partner  
Dr Michael Aziz, full time partner.

Mr Brian Summers, full time Practice Manager  
Mrs Elaine Cheatle, part time Practice Nurse  
Ms Yvonne Emery, part time Triage Nurse  
Mrs Shelley Hadwick, part time Practice Nurse

The practice employs a team of nurses, receptionists and a secretary. There are also teams of District Nurses, Health Visitors and Midwives who are attached to the practice but who are employed by the Primary Care Trust.

This practice aims to follow National Institute for Clinical Excellence and National Service Framework Guidelines.

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

## **2. Our Services**

The range of services we provide under contract to the NHS is:

- A full range of general medical services
- Child health surveillance, minor surgery, contraceptive services, obstetrics services.
- Diabetes Clinics
- Heart Disease Clinics
- Hypertension Clinics
- Asthma Clinics
- COPD Clinics
- Family Planning Clinics
- Baby Clinics
- Cervical cytology Clinics

The practice is open each weekday from 8.30am-6.30pm, excluding Bank Holidays.

Dr Fairhead has a special interest in Diabetes.

Dr Smyth has special interests in Asthma and minor surgery.

Dr Aziz has special interest in ophthalmology.

Some services require information sharing with other health care agencies.

When the surgery is closed (evenings, weekends and Bank Holidays), patients requiring medical attention can contact our deputising service (Fylde Coast Medical Services) by telephoning the usual surgery number – 01253 87422.

### **3. Financial and funding information**

The Broadway Medical Centre receives money from Wyre PCT according to its contract in exchange for services provided to patients.

The total income received from the NHS **before expenses** in 2002/03 was £628,741. The sum spent on drugs prescribed by Broadway Medical Centre in 2002/03 was £1,605,668.

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.

### **4. Regular publications and information for the public**

- The practice publishes a Practice Brochure.
- Diabetic information sheets are available.
- A variety of information leaflets are available in the waiting room (these change from time to time).
- Our receptionists can produce a wide range of patient information leaflets and details of support groups regarding specific conditions via our computer system. These information sheets are available on request.

All of these publications are free of charge.

### **5. Complaints**

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

A copy of the complaints procedure is available from:

The Practice Manager  
Broadway Medical Centre  
65/67 Broadway  
Fleetwood  
Lancs.  
FY7 7DG

### **6. Our policies and procedures**

General policies and procedures are in use within the practice. These include, but are not restricted to, data protection, prescribing health and safety, Zero Tolerance.

## 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 enquires regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available.

### Cost of Information

For the most part, we will charge you only for hard copies. Some information is available free, but for others there may be a charge. The charges will vary according to how information is made available. Charges are as follows

[a) Via the General Practice/Primary Care Trust Web Site –Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual

For those without Internet access, a single printout as on the website would be available by post from the Practice Manager or by personal application at the Broadway Medical Centre.

However, requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, may 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. We will not provide printouts of other organisation's websites.]

b) Leaflets and brochures-free of charge for leaflets or booklets. "Glossy" or other bound paper copies, or in some cases a CD Rom, video or other mediums, are for charge as in our publication lists available from the Practice Manager.

d) e-mail-will be free of charge unless it says otherwise

The charges will be reviewed regularly.

## Useful Resources

Web sites:

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

This is the web site of the Information Commissioner

[www.lcd.gov.uk](http://www.lcd.gov.uk)

This is the web site of the Lord Chancellor's Department

[www.foi.nhs.uk](http://www.foi.nhs.uk)

This is the NHS Freedom of Information web site

Primary Care Trust web site

## **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

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