

## **NHS FREEDOM OF INFORMATION PROJECT BOARD/BRITISH MEDICAL ASSOCIATION MODEL PUBLICATION SCHEME FOR GENERAL PRACTICES**

**Welcome to Dr Lynn Snowden's General Practitioner's Publication Scheme. This is a guide to the General Practitioners' single practice Publication Scheme 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 Dr Lynn E Snowden. It is a description of the information about Dr Snowden and our Practice, which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

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

The publications are all free unless otherwise indicated within each Class, this will be 50p per sheet of paper to cover paper, consumables and staff time used. The cost will be reviewed annually.

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

The information within each Class is available in hard copy from:  
Mrs Jan Basnett – Dr Lynn Snowden's Practice.

### **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Dr Lynn Snowden's Practice 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 1<sup>st</sup> January 2005, General Practice will be obliged 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
- 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 Jan Basnett at Dr Lynn Snowden's Practice to do this.

## **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:

Jan Basnett, Practice Manager  
Dr Lynn Snowden's Practice, Church Road Thornton-Cleveleys FY5 2TZ

## **CLASSES OF INFORMATION**

All information at Dr Lynn Snowden's General Practice is held, retained and destroyed in accordance with the 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 e.g. the protection of commercial interests and personal information under the Data Protection Scheme 1998. This applies to all Classes within the Publication Scheme. The information in this Scheme is grouped into the following broad categories:

### **1 Who are we?**

Dr Lynn Snowden's Practice is housed in Thornton Medical Centre alongside two other General Practices, a shared Treatment Room and Community Clinic. Some of the medical personnel that are found in Thornton Medical Centre are employed by Wyre Primary Care Trust (PCT) but are based either in the Clinic or as attached staff to Dr Snowden's Practice i.e. Health Visitors, District Nurses and Midwives. The NHS is a very large part of the public sector. A full list of local General Practices can be found on the Wyre Primary Care Trust web site. General Practitioners have the option of providing General Medical Services (GMS) or opting out and providing Personal Medical Services (PMS). Dr Lynn Snowden provides General Medical Services (GMS). Dr Snowden's practice provided GMS for the area of Thornton-Cleveleys. Dr Lynn Snowden is a single-handed General Practitioner. Dr Snowden's Practice has a full-time Practice Manager, her name is Jan Basnett. Dr Snowden's Practice employs a Practice Nurse, Receptionists and a Health Care Assistant. We have a team of District Nurses, Health Visitors and midwives who are employed by the PCT but attached and based at our Practice. We also have the Treatment Room, this is a shared resource within the Thornton Medical Centre and staffed by personnel employed by the PCT.

### **2 Our Services**

These are listed in our practice leaflet and can be obtained free of charge by calling into the Practice. If you require a leaflet to be posted to you, we ask that you provide the Practice with a stamped addressed envelope.

### **3 Financial and Funding Information**

Dr Lynn Snowden's Practice receives money from Wyre Primary Care Trust according to its contract, which in our case is a GMS contract. These monies are received in exchange for the provision of services to patients. The total

income received from the NHS before **ANY** expenses in 2001/2002 was £143,558.00. The sum spent on drugs prescribed by Dr Lynn Snowden's Practice in 2001/200 was £203,768.00.

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 Leaflet is available free of charge. We have protocols, policies and patient information leaflets in practice, any of which are available as a photocopy. There will be a charge of 50p per sheet for any policy or procedure requested.

#### **5 Complaints**

If anyone has any complaints/suggestions, please contact the Practice manager, Jan Basnett, in writing.

#### **6 Our Policies and Procedures**

General policies and procedures in use within the Practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety, zero tolerance, patient information leaflets, NICE guidelines, National Service Frameworks, any of which are available as a photocopy. There will be a charge of 50p per sheet for any policy or procedure requested.

#### **7 This Publication Scheme**

In this class we will publish any changes made 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.

#### **Cost of Information**

For the most part, we will charge you only for hard copies. Some information is available free, for example the Practice leaflet or downloading from the Wyre Primary Care Trust web site.

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

[www.wyrepct.org.uk](http://www.wyrepct.org.uk)

This is Wyre Primary Care Trust site

## Publications

- NHS Openness Code – [www.doh.gov.uk/nhsexec.codemain.htm](http://www.doh.gov.uk/nhsexec.codemain.htm)
- FOI Act 2000 – [www.hmso.gov.uk/information/pub\\_scheme.htm](http://www.hmso.gov.uk/information/pub_scheme.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.

## **Copyright**

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