

DRS HUTCHINSON, RUSSELL & RYAN

HP SS FREEDOM OF INFORMATION PUBLICATION SCHEME FOR GENERAL PRACTICES.

Welcome to the Publication Scheme for Drs Hutchinson, Russell & Ryan. This is a guide to the General Practitioners' who practice together. The Publication Scheme is 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 Hutchinson, Russell & Ryan working at Lisburn Health Centre. It is a description of the information about our General Practitioners and 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.

How is the information made available

The information within each class is available in hard copy from the Practice or can be downloaded from the Practice Internet Site.

Your rights to information

In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Drs Hutchinson, Russell & Ryan's Practice under the Code of Practice on Openness in the HPSS 1996.

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 1st 2005 it will oblige Drs Hutchinson, Russell & Ryan 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 can be released.

Revised environmental information regulations may be introduced in the future. 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 Business Manager, Dr Hutchinson's Practice Level 2 Lisburn Health Centre, Linenhall Street, Lisburn BT28 1IU to do this.

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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 Business Manager, Dr Hutchinson's Practice Level 2 Lisburn Health Centre, Linenhall Street, Lisburn BT28 1LU.

Classes of Information

All information at Drs Hutchinson, Russell & Ryan Practice is held, retained and destroyed in accordance with guidance. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the Code of Practice on Openness in the HPSS 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 Act 1998. This applies to all Classes within the Publication Scheme. The information in this Scheme is grouped into the following broad categories.

Class 1: Who we are

Class Description: Details of the General Practice, organisational structures, key personnel and how we fit into the Health and Personal Social Services (HPSS)

A detailed structure of the HPSS and how General Practice relates to the HPSS and other bodies, together with a full list of local General Practices, can be found on the web site of the Eastern Health and Social Services Board, www.ehssb.org.

The Practice holds a contract to provide General Medical Services, Maternity Medical Services, Contraceptive Services and Minor Surgery to patients registered with it and aims to follow national and local practice guidelines.

The Practice provides general medical services for a geographical area spanning an eight mile radius approx. from Lisburn Health Centre, Linenhall Street, Lisburn BT28 1LU.

A full list of services offered is detailed in Class 2 below.

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

ORGANISATIONAL STRUCTURE

Doctors :- Dr. P. D Hutchinson MB, BCH, BAO, MRCP
Dr. C.M. Russell MB, BCH, BAO, DRCOG, MRCP
Dr. R.J. Ryan MB, BCH, BAO, DRCOG, MRCP

Practice Nurse:- Maura Henderson RN, Dip Asthma, Dip Diabetes, Dip Breast/Cervical Screening. Anne Roberts RN Dip Health Studies, Dip CHD, Dip Diabetes, NISP

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District Nurse:- Phyllis Coates

Health Visitor:- Siobhan Campbell / Bronagh Higgins

Treatment Room Nurses:- Nicola Girvan, Julie Kinkead

Practice Business Manager:- Helen Ewart

Reception Manager:- Roberta Crothers

Receptionists:- Marie Williams, Dawn Dickson, Susan Mathers, Lauren Murray, Shelly Harron

Class 2: Our Services

Class Description: The range of services we provide under contract to the HPSS.

Details of the service we provide, including specialist clinics can be found in our Practice Leaflet which can be obtained free of charge from the practice. This leaflet has been prepared with reference to the Freedom of Information Act 2000. If the information you require is not here please contact the Practice and we will try to assist you. The same information is also available free of charge on our Practice Internet Site <http://www.drhutchinsonspractice.co.uk>

Details of opening hours, out of hour's services and surgery times can be found in our Practice Leaflet and on the website.

Some services may involve information sharing (e.g. Child Protection Conferences) with other health care agencies. A copy of our protocol for such information sharing is attached.

Class 3: Financial and Funding Information

Class Description: Funding details and charging policies.

Details of how practice income will be determined under the new GMS Contract from 1st April 2004 are described in the documentation available on the following web site www.bma.org.uk.

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.

Class 4: Regular Publications and information for the Public

Class Description: Guidance and Information Leaflets

The Practice produces a Practice Leaflet and Internet Site which gives information about personnel within the Practice, the services which are available from the Practice, useful telephone numbers, details of surgery times, opening time of Health Centre and can be obtained from the Practice. These publications are free of charge.

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There are leaflets available on Lifestyle, Diabetes and other health related issues. They are also available free of charge.

Class 5: Complaints

Class Description: Policies, Procedures and contacts for complaints

Any complaints regarding service provision at the Practice, will be dealt with under complaints policy. Where possible complaints will be dealt with at Practice Level. Dr Hutchinson is the complaints officer for this Practice and any correspondence should in the first instance be addressed to him. A copy of the Practice complaints procedure is available on request from the Practice Business Manager and is free of charge. Should you wish to make a complaint to South Eastern Health & Social Services Trust in relation to their services / staff a leaflet can be obtained from the Practice giving details of the procedure to be followed.

Class 6: Our Policies and Procedures

Class Description: General policies and procedures in use within the General Practice. These include, but are not restricted to, data protection, health and safety and prescriptions.

Acceptance on the Practice List

Patients wishing to register with the practice whose relatives are already patients, will be accepted by the practice on receipt of either a Medical Card or by filling in an HS22X. As there are eight GP Practices within Lisburn Health Centre, intake for new patients is organised on a weekly rota basis. New Patients will be invited to make an appointment to have a new patient medical. This must be carried out within 3 months of registration.

Data Protection

The Practice operates within the Trust's data protection policy, a copy of which may be obtained from the Trust website.

Health and Safety

The Practice operates within the Trust's health and safety policy, a copy of which may be obtained from the Trust website.

Prescriptions

Information on ordering prescriptions may be obtained from the Practice leaflet, Practice Website, or by contacting the Practice directly.

Class7: This Publication Scheme

Class 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 Dr Hutchinson's Practice. We will also publish any proposed changes or additions to publications already available.

Cost of Information

For the most part, we will charge only for hard copies or copying onto media (eg. CD Rom). Some information is available free, but for others there may be a charge. The

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charges will vary according to how information is made available. Charges are as follows:

Publication Scheme:

A single print-out of this Publication Scheme available by post from Dr Hutchinson's Practice, Level 2 Lisburn Health Centre, Linenhall Street, Lisburn BT28 1LU. This is supplied free of charge.

Medical Records:

A single copy / print out of medical records available by post from Dr Hutchinson's Practice (address as above). Cost and charges will be provided in advance.

Practice Leaflet:

A single copy of the Practice Leaflet is available by post from Dr Hutchinson's Practice (address as above). This is supplied free of charge.

Other Organisations Websites:

We do not provide printouts of other organisations websites.

Useful Resources

Web Sites

<http://www.drhutchinsonspractice.co.uk>

www.informationcommissioner.gov.uk. This is the website of the Information Commissioner.

www.lcd.gov.uk This is the website of the Lord Chancellor's Dept.

www.foi.nhs.uk This is the NHS Freedom of Information Web Site.

Publications

<http://www.ehssb.n-i.nhs.uk/ebweb.nsf/4cdbab0966e6c2f880256cld0048939/e71ac73127aca1898025665c003430f?0openDocument&Highlight=0.openness>

Code of Practice on Openness in the HPSS(1996)

www.legislation.hms0.gov.uk/acts2000/2000036.htm Freedom of Information Act 2000

www.legislation.hms0.gov.uk/acts/en/2000en36.htm FOI Act 2000 Explanatory notes.

www.lcd.gov.uk Code of Practice under Section 45 of The Freedom of Information Act 2000 and Code of Practice under Section 46 of the Freedom of Information Act 2000.

<http://www.dhsspsni.gov.uk/publications/2002/Sfa.pdf> Statement of Fees & Allowances payable to General Medical Practitioners in Northern Ireland.

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