

DAPDUNE HOUSE SURGERY

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

*Dapdune House Surgery
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Welcome to Dapdune House Surgery's publication scheme. This scheme is produced in accordance with the requirements of the Freedom of Information Act 2000.

Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by doctors Eyre-Brook, Rimmer, Ackerley, Cunliffe, Jump, Karanjia and Groom at Dapdune House Surgery. 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 free unless otherwise indicated within each class. Where information is provided at a cost, the charges will be calculated as set out in Class 7 of this publication.

How is the information made available?

The information within each class is available in paper form by writing to the Practice Manager at the surgery. Written requests for our publications will be responded to within 20 working days. Please include a stamped addressed envelope with requests.

Your Rights To Information

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about our 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 decisions are made.
- From 1st January 2005 the Freedom of Information obliges all General Practice to respond to requests about information that they hold and record in any format. The Act will create a right to 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.
- Under the Data Protection Act 1998 you are also entitled to access you clinical records or any other personal information held about you by our Practice. You can request to see you own medical record by writing to the Practice Manager at the surgery.

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Feedback:

We welcome suggestions about how this publication scheme and the presentation of the information itself might be improved. If you have any comments or if you have any difficulty accessing any information please write to the Practice Manager.

Classes Of Information

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

Our commitment to publish or supply 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 or any information which has been destroyed or updated in accordance with NHS guidelines.

Where individual classes are subject to exemptions, the main reasons are for example 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 available under this scheme is grouped into the following broad categories:

Class 1 - Who we are

This NHS practice is part of Surrey Primary Care Trust and provides medical services for patients living within the area of Guildford defined within the practice boundary map attached at Appendix A.

A full list of General Practices in the area and further details about how the Primary Care Trust fits into the NHS, a major part of the public sector, can be found on the Primary Care Trust website www.surreypct.nhs.uk or by writing to them at Surrey PCT, Cedar Court, Guildford Road, Leatherhead, Surrey KT22 9RX.

Our practice is contracted to provide General Medical Services for our registered patients under contract to Surrey PCT in accordance with our General Medical Services Contract.

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

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The current partners are:

Name	Hours	Date Registered
Dr D G Eyre-Brook (senior partner)	Full Time	1 Aug 1978
Dr A F Rimmer	Full Time	1 Sep 1980
Dr D Ackerley	Full Time	1 Aug 1982
Dr I F Cunliffe	Full Time	1 Aug 1982
Dr A E Jump	Part Time	1 Aug 1983
Dr C Karanjia	Part Time	1 Aug 1984
Dr F Groom	Part Time	1 Aug 1986

The following key personnel work with the practice and are employed by the practice - a full up to date list is available in our practice leaflet (available in reception) or on our practice website:

Job Title	Posts	Hours/week
Practice Manager	1	37
Practice Nurse Practitioner	1	16
Practice Nurse	2	61½
Treatment Room Nurse	1	23¼
Reception & Admin support	9	278
Secretary	3	78

The following people provide services to our patients but are employed by the Surrey Primary Care Trust:

Job Title	Posts	Hours/week
Health Visitor	2	69.5
District Nurse	5	161
Midwife	1	7¼
Community Nursery Nurse	1	18

A wide range of services use our facilities to provide patient care including:

Job Title	Name	Hours/week
Counselling services	Therapist	Variable
Alexander Technique	Therapist	Variable
Physiotherapy	Physiotherapist	10

Class 2 - Our Services

A full list of the services we provide can be found in our practice leaflet and website, in which we include:

- Details of our doctors.
- A timetable of our opening hours.

Copies of the Practice Leaflet can be obtained free of charge from reception.

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Doctors Interests

Our Doctor's interests are as follows:

Name	Interests
Dr D Eyre-Brook	Heart Disease/Stroke Practice Based Commissioning Clinical Governance
Dr A F Rimmer	Cancer Palliative Care Respiratory problems
Dr D Ackerley	Drug Misuse Prescribing
Dr I F Cunliffe	GP Trainer The Homeless Epilepsy Thyroid
Dr A E Jump	Diabetes
Dr C R Karanjia	GP Trainer Hypertension Mental Health
Dr F Groom	GP Trainer Chronic Kidney Disease

Opening Hours

Details of our opening hours are displayed on the entrance door and contained in our practice leaflet available in reception:

Day	Hours
Monday	08:30 – 18:30
Tuesday	08:30 – 18:30
Wednesday	08:30 – 18:30
Thursday	08:30 – 18:30
Friday	08:30 – 18:30

Out of hours is provided by ThamesDoc.

We share information with other service providers in accordance with the policies agreed with Surrey Primary Care Trust and by reference to the Data Protection Act.

Class 3 - Financial and funding information

We receive fees for providing medical services to our registered patients from Surrey Primary Care Trust through the mechanism of our General Medical Services contract.

Total income received from the NHS before expenses in last financial year 2005 to 2006 was £1,404,927.

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From the fees the practice has to meet the costs of running the Practice, this includes the following main expenses:

● Drugs Costs	£54,714
● Practice expenses	£53,584
● Premises and equipment	£67,716
● Staff Salaries	£500,076
● Administration	£37,950
● Financial	£17,126
● Depreciation	£5,685
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	£736,851

We receive a drug budget that is set by Surrey Primary Care Trust on a yearly basis to provide prescriptions for our registered patients. Total sum spent on drugs prescribed by our practice in last financial year 2005/2006 was £1,251,528.

The budgets received vary from year to year and can be obtained by writing to the Practice Manager.

We have a scale of fees for work that comes outside of our General Medical Services contract – details are displayed on notices in reception, and on the practice website.

There may be circumstances where material cannot be released because it is:

- Confidential
- Commercial information
- 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
- No longer under NHS guidelines.

Class 4 - Regular publications and information for the public

1. We keep a range of leaflets on medical problems that can be accessed by
 - a) Asking our practices nurses or the doctors.
 - b) Looking on the leaflet racks in the waiting room.
2. We keep you informed of temporary alterations in our opening hours by:
 - a) Prominent notices in the waiting room.
 - b) Notices on the entrance doors.
3. We publish a newsletter regularly. It is available from reception.
4. We publish a practice leaflet, which is updated regularly. It is available from reception. Once an update is produced, previous copies are destroyed and are no longer available for publication.

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5. We keep some leaflets and information produced by other organisations. These can be accessed from leaflets racks in the public areas.

The leaflets available under Class 4 are free of charge.

Leaflets may from time to time become available due to replacement by an alternative or because they have been updated.

Class 5 - Complaints

We have a practice complaints procedure, which has been agreed with Surrey Primary Care Trust for all practices. A copy may be obtained from reception, or from the practice website. If you wish to make a complaint please write or ask to speak to the Practice Manager.

There may be circumstances where material cannot be released because it is confidential to a third party as regulated by the Data Protection Act 1998 or is no longer available under NHS guidelines.

Class 6 - Our policies and procedures

We keep our policies in the following areas:

- Patient Privacy and Confidentiality
- Clinical Procedures
- Administrative Procedures
- Complaints
- Record Management, Information Sharing and Data Protection
- Health and Safety
- Employment

These policies are subject to regular review. They are available by writing to the Practice Manager. There may be circumstances where material cannot be released because it is:

- Confidential
- Security based
- Commercial information
- 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
- No longer under NHS guidelines
- No longer current and has been replaced.

There is a charge for producing a hard copy of this information as detailed in Class 7.

Class 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 enquiries regarding information management generally in our Practice. We will also publish any proposed changes or additions to publications already available.

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 the information is made available.

Although individual copies of single items covering a single page will be provided free, a charge will be made to cover the costs of supplying information.

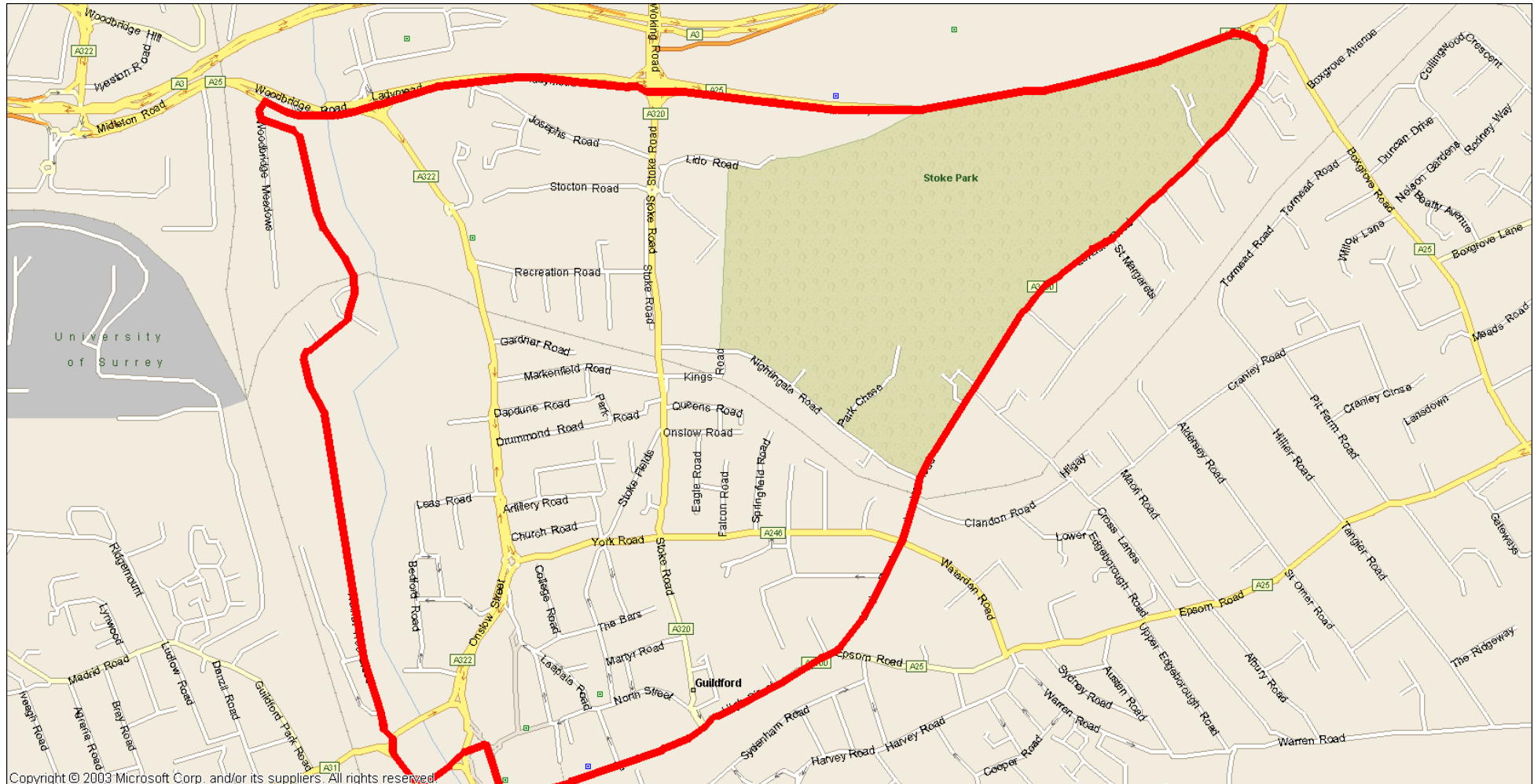
Charges

1. Printouts are available from the practice by writing to the Practice Manager and enclosing a stamped, addressed envelope.
 - A single printout will attract a charge of 35p per sheet.
 - Requests for multiple printouts or for archived copies of documents will attract a charge for retrieval, photocopy, postage etc. We will let you know the costs and charges that will have to be paid in advance.
2. Leaflets and brochures about our practice are available at the reception desk free of charge for single copies

Any cost incurred for postage will be charged for and you are requested to submit a stamped addressed envelope with any requests for hard copies sent by post.

The charges will be reviewed regularly.

Any enquiries regarding information management in this practice should be referred to the Practice Manager.



Map of Dapdune House Surgery Practice Area