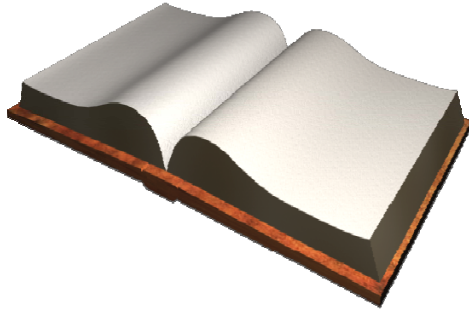


Freedom of Information | In Depth



Puddletown Surgery Publication Scheme

Part One: Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by Puddletown Surgery. It is a description of the information about the Practice and the General Practitioners who work here. It will be reviewed at regular intervals and, as ever, we appreciate comment and feedback from you.

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 website. 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 this Publication Scheme, or how we have dealt with your request for information from the Scheme, please write, e-mail or fax to:

The Practice Manager
Puddletown Surgery
Backwater
Puddletown
Dorchester
Dorset DT2 8SD

Telephone: 01305 848333
Fax: 01305 848061
e-mail: carol.taylor@gp-J81616.nhs.uk

Part 2: Information available from Puddletown Practice (providing medical services under contract to the NHS) under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Class1 - Who we are and what we do

Doctors in the practice	Practice Website NHS Choices Website www.nhs.uk/ServiceDirectories Practice Leaflet	No fee
Contact details for the practice		
Opening hours: Including Extended Hours		
Other staff		
Other Healthcare Professionals		

Class 2 – What we spend and how we spend it

Total cost to the PCT of our contracted services.	Available from the Practice Manager on request	Fee for copying
Audit of NHS income	Details from the Practice Manager on request	Fee for time taken to undertake task – provided on request

Class 3 – What our priorities are and how we are doing

What our priorities are and how we are doing	PCT Strategy: www.dorset-pct.nhs.uk/documents/publications/trust_strategies/HealthStrategy2008-2011.pdf QOF achievement Website: www.gpcontract.co.uk/surgery.php?orgcode=J81616 www.qof.ic.nhs.uk/search.asp Choice and Access Survey 07/08: www.ic.nhs.uk/statistics-and-data-collections/supporting-information/primary-care/general-practice/gpps-2007/08/gpps-2007/08-data-tables/pcts:-c-to-e Improving Practice Survey Report: www.puddletownsurgery.co.uk/pdf/CFEPAugust2008.pdf More details available from the Practice Manager on request	Fee for time taken to undertake task – provided on request
Plans for the development and provision of NHS services	PCT Strategy: www.dorset-pct.nhs.uk/documents/publications/trust_strategies/HealthStrategy2008-2011.pdf Website Further details from the Practice Manager on request	Fee for time taken to undertake task – provided on request

Class 4 – How we make decisions

Decision-making processes and records of decisions	Available from the Practice Manager on request	Fee for time taken to undertake task – provided on request
Records of decisions made in the practice affecting the provision of NHS services	Available from the Practice Manager on request	Fee for time taken to undertake task – provided on request

Class 5 – Our policies and procedures

Practice Policies and procedures	Available from the Practice Manager on request	Fee for time taken to undertake task – provided on request
Policies and procedures about the employment of staff	Available from the Practice Manager on request	Copying cost only
Internal instructions to staff and policies relating to the delivery of services	Available from the Practice Manager on request	Copying cost only
Equality and diversity policy	Available from the Practice Manager on request	Copying cost only
Health and safety policy	Available from the Practice Manager on request	Copying cost only
Complaints procedures	Leaflet at Reception Practice website	Nil
Records management policies (records retention, destruction and archive)	Available from the Practice Manager on request	Copying cost only
Data protection policies	Website More detailed information available from the Practice Manager on Request	Copying cost only
Policies and procedures for handling requests for information	Practice Website	No fee
Patients' charter	Practice Website	No fee

Class 6 – Lists and Registers

Lists and Registers	None Held	
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Class 7 – The services we offer

The services we offer	Practice Website Practice Leaflet Practice Newsletter	No fee
The services provided under contract to the NHS	Practice Website Practice Leaflet More detailed information available from the Practice Manager on request	Fee for time taken to undertake task – provided on request
Charges for any of these services	No charge for NHS services	
Information leaflets	Held at Reception	No fee
Out of hours arrangements	Practice leaflet Website	No fee