

NHS FREEDOM OF INFORMATION PROJECT BOARD/BRITISH MEDICAL ASSOCIATION

GUIDANCE ON THE COMPLETION OF THE MODEL PUBLICATION SCHEME FOR GENERAL PRACTITIONERS

Background

This guidance has been prepared by the NHS Freedom of Information Project Board. This guidance is to assist you and your organisation in the completion of the model Publication Scheme for General Practitioners. It should be read alongside the model Publication Scheme itself.

Part One: Introduction

In Part One, in the introduction, you will need to put the names of the General Practitioners and the General Practice.

How is the information made available? You will need to say how the information is to be made available (within each Class), whether it is to be downloadable from the practice website (if the practice has a website) or whether it is to be available as a “hard copy” or leaflet form and where or who this is available from (and this needs to be within each Class).

Feedback Here you will need to give the name of the person at the practice to whom questions, comments or complaints may be sent, including how requests for information from the Publication Scheme have been dealt with.

Part Two: The Classes of Information

When completing the Classes, it is necessary to bear in mind that some of the information that you hold in specific Classes, is subject to exemptions-the main reasons being e.g. the protection of personal, sensitive and confidential information under the Data Protection Act 1998.

Throughout the model Publication Scheme, in the Classes, you will need to say where specific information mentioned within that Class can be obtained, whether it is free of charge, or whether there is a cost.

Items that you will need to include in each Class are set out below under the Class heading and description.

1. Who we are

Class Description: Details of the practice, organisational structures, key personnel and how we fit into the NHS

- Here there should be an explanation of the local NHS structure showing how the General Practice relates to the Primary Care Trust and other bodies. Any relevant national documents can be mentioned here e.g. “This practice aims to follow National institute for Clinical Excellence and National Service Framework Guidelines”.

- The NHS is a very large part of the public sector. A full list of local General Practices can be found on.....Primary Care Trust web site. TheGeneral Practice provides general medical services for the geographical area of.....
- A full list of your services will be at Class 2 below
- Details of the General Practice organisational structure and key personnel will appear here. This should include the full name of each Partner and/or other doctors and whether they are full time or part time, senior managers and senior health professionals employed by the practice e.g. Practice Nurses, Health Visitors
- Whether this practice adheres to the national General Medical Services contract/this practice has a local Personal Medical Services contract with the Primary Care Trust.
- Some information will be withheld, including personal, confidential information about individuals which is protected by the Data Protection Act 1998.

2. Our Services

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

- An outline of your services will appear here, explaining the range that you provide yourselves or together with other agencies, which you will specify. These will include, where they apply, child health surveillance, contraceptive services, maternity medical services, minor surgery services, obstetric services and may specify other services such as speech therapy, dietician, baby clinic, District Nurse, psychiatrist, counsellor, parent craft, community paediatrician, audiology, health promotions clinics e.g. well man and well woman clinics, disease management clinics, immunisations, cervical cytology etc, or simply by reference to the practice leaflet.
- Some services may involve information sharing (e.g. child protection conferences) with other agencies, and your policy on data protection and the protocols that you have agreed with other agencies about information sharing arrangements will be detailed here.
- Practice premises and hours of opening
- Out of hours cover
- The languages you speak and the availability of interpreters
- The clinical interest of particular doctors

3. Financial and funding information

Class Description: Funding details and charging policies

- Here will be information about how you obtain funding for all your NHS services. See Part 3 for a link to “Statement of Fees and Allowances payable for General Medical Practitioners in England”.

- TheGeneral Practice receives money from.....Primary Care Trust according to its contract(as per Class 1 above) in exchange for services provided for patients.
- The total income received from the NHS before expenses in 2001/2002 was.....
- The sum spent on drugs prescribed by the.....General Practice in 2001/2002 was.....
- 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

Class description: Guidance and information leaflets

Here will be published information (including information leaflets etc) relating to the clinical services that you provide for patients and the public, and our regular publications.

5. Complaints

Class description: Policies, procedures and contacts for complaints

Here will be a statement about your practice complaints procedure, a copy of which is available from.....name.....address

6. Our policies and procedures

Class description: General policies and procedures in use within the practice. These include, but are not restricted to, data protection, prescribing and prescription, zero tolerance health and safety.

All policies and procedures that you make available to the public, including the above.

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

- This Class contains an outline of the way that costs for information are calculated. In some cases, this will involve costs for copying, printing, stamped addressed envelopes and the administrative costs involved in.
- Also, this Class needs to outline any changes that you have made to the Publication Scheme (e.g. a new Class) and how information is managed generally in the organisation.

PART THREE

Useful Resources

This part of the Publication Scheme sets out further information including useful resources, publications and a copyright statement. You may want to add some of your own.