

Information available from Wickhambrook Surgery (*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.

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Practice Leaflet Practice web site: www.wickhambrooksurgery.co.uk NHS Choices web site: http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=AB190549-7E15-4C1C-A4A2-AB4109A38A49</p>	FOC
Doctors in the practice	As above	FOC
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	01440 820140 (telephone) 01440 823809 (fax)	N/A
Opening hours	Practice Leaflet Practice web site	FOC
Other staffing details	As above	FOC

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
<p>Total cost to the PCT/LHB/HSSB of our contracted services.</p>	<p>Available upon request from PCT (NHS Suffolk)</p>	<p>Not known</p>
<p>Audit of NHS income</p>	<p>Available upon request from PCT (NHS Suffolk)</p>	<p>Not known</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) (Plans for the development and provision of NHS services)</p> <ul style="list-style-type: none"> • Aligned to PCT priorities based on population needs • Measured performance via QOF and other internal audit 	<p>Publications available on NHS Suffolk web site. http://www.gpcontract.co.uk/surgery.php?orgcode=D83003</p>	<p>FOC</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <ul style="list-style-type: none"> • Via Practice Business Meetings 		
<p>Records of decisions made in the practice affecting the provision of NHS services</p> <ul style="list-style-type: none"> • Minutes of meetings are recorded but are not published due to confidentiality and commercial sensitivities 	<p>Records of decisions made affecting the provision of NHS services at the practice are available upon request from the Practice Manager</p>	<p>Price on application</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only (mark “not held” against any policies not actually held)</p>		
Policies and procedures about the employment of staff	Available on request from the Practice Manager	Price on application
Internal instructions to staff and policies relating to the delivery of services	Available on request from the Practice Manager	Price on application
Equality and diversity policy	Available on request from the Practice Manager	Price on application
Health and safety policy	Available on request from the Practice Manager	Price on application
Complaints procedures (including those covering requests for information and operating the publication scheme)	Practice Leaflet Practice web site	FOC
Records management policies (records retention, destruction and archive)	Available on request from the Practice Manager	Price on application
Data protection policies	Available on request from the Practice Manager	Price on application
Policies and procedures for handling requests for information	Available on request from the Practice Manager	Price on application
Patients’ charter	Practice Leaflet Practice web site	FOC
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only		
The services provided under contract to the NHS	Practice Leaflet Practice web site	FOC
Charges for any of these services	No charges for NHS services	
Information leaflets	Available in waiting area and from GPs/nurses	FOC
Out of hours arrangements	Practice Leaflet Practice web site.	FOC

Please note: If you are unable to access information through the practice website, paper copies are available, although charges may apply for photocopying etc. Please contact the Practice Manager for further details.