**Woodlands Medical Centre**

**Freedom of Information Act 2000 – Publication Scheme**

**Welcome to the Publication Scheme for Woodlands Medical Centre.**

**This is a guide to the Publication Scheme for Woodlands Medical Centre in which each of the following practice as a partnership: Dr. Chris Heavens, Dr Debajit Das, Dr Sarah Davies, Dr Rachel Lee and Dr Lisa Palmer.**

**1.0 Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by our Practice. It is a description of the information about each of the General Practitioners and the Practice itself which we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

**2.0 How much does it cost?**

The publications are all free unless otherwise indicated within each Class with [£]. Where information is provided at a cost the charges will be calculated as set out in Class 7.

**3.0 How is the information made available?**

The information within each Class is either downloadable from the Wales NHS website [www.wales.nhs.uk](http://www.wales.nhs.uk), or available in hard copy or leaflet form from the Practice Manager.

**4.0 Rights of Access to Information**

At the present time, in addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Woodlands Medical Centre under the Code of Practice on Openness in the NHS issued by the Welsh Office in 1995. Hard copies of the Code of Practice are available free of charge from the NHS Wales Department of the Welsh Assembly Government. The information is also available on the Department of Health website www.doh.gov.uk. Sometimes some, or all, of the information cannot be provided and we will explain the reasons why when this happens.

The Freedom of Information Act 2000 recognises that everyone has the right to know how public services, such as NHS Wales, are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of service that are expected, the results achieved and how decisions are made.

From January 1st 2005 the Freedom of Information Act required all General Practices to respond to requests about information they hold, and it will create a right of access to that information. The rights to request and access this information are subject to some exemptions which a General Practice has to take into consideration before deciding what information can be released.

The Environmental Information Regulations which came into force in 1993 set the standard for the release of information about the environment in which we live and work. These are likely to be strengthened within the next eighteen months under a European Union Directive. Until the new Regulations come into force, information relating to the Environment can be requested using the existing Regulations and the Code of Practice on Openness.

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 Manager, Woodlands Medical Centre,1 Greenfarm Road, Cardiff CF5 4RG.

**5.0 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 Manager at the address above.

## 6.0 Classes of Information

All information at Lansdowne Surgery is held, retained and destroyed in accordance with NHS Wales guidelines. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the Welsh Code of Practice on Openness in the NHS or The Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons relate to 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 on this Scheme is grouped into the following broad categories:

1. **Who we are**Details of the Practice and Practitioners, organisational structure, key personnel and how we fit into the NHS Wales structure.
2. **Our Services**The range of services we provide under contract to NHS Wales.
3. **Financial and funding information**Funding details and charging policies.
4. **Regular publications and information for the public**Guidance and information leaflets.
5. **Complaints**Policies, procedures and contacts for complaints.
6. **Our policies and procedures**General policies and procedures in use within the Practice. These include, but are not restricted to, data protection, prescribing and prescription, Management of Violent Patients and health and safety.
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 in the General Practice. We will also publish any proposed changes or additions to publications already available and information regarding our policy in relation to charging for information.

**7.0 Cost of Information**

Most information is available free, but for some there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

**a)** Via the General Practice/Local Health Board Web Site – Free of charge, although any charges for Internet Service provider and personal printing costs would have to be met by the individual.

For those without Internet access, a single print-out as on the website would be available by post or by personal application to the Practice Manager at Woodlands Medical Centre.

However, requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will let you know the cost and charges that will have to be paid in advance. We will not provide printouts of other organisation’s websites.

**b)** Leaflets and brochures - free of charge on, for example, services we offer to the public. A list is available from the Practice Manager

**c)** E-mail will be free of charge unless otherwise stated.

The charges will be reviewed regularly and be in line with other NHS organisations.

**8.0 Useful Resources**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This is the web site of the Information Commissioner.

[www.lcd.gov.uk](http://www.lcd.gov.uk)

This is the web site of the Lord Chancellor’s Department.

[www.wales.nhs.uk/foi](http://www.wales.nhs.uk/foi)

This is the web site for NHS Wales Freedom of Information.

[www.nhs.foi.uk](http://www.nhs.foi.uk)

This is the web site for NHS Freedom of Information.

## 9.0 Publications

* Welsh Code of Practice on Openness in the NHS www.wales.nhs.uk
* FOI Act 2000 [www.legislation.hmso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts2000/2000036.htm)
* Code of Practice under Section 45 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)
* Code of Practice under Section 46 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

* Statement of Financial Entitlement payable for General Medical Practitioners in England and Wales.

**10.0 Copyright**

Material available through this Publication Scheme is subject to the General Practice’s copyright unless otherwise indicated. Unless expressly indicated to the contrary, it may be reproduced free of charge in any format or medium provided it is done so accurately in a manner which will not mislead. Where items are re-published or copied to others, you must identify the source and acknowledge copyright status. This permit does not extend to third party material, accessed through the scheme. For HMSO Guidance Notes see [www.hmso.gov.uk/guides.htm](http://www.hmso.gov.uk/guides.htm) or contact: HMSO Licensing Division, St Clements House, 2-16 Colegate, Norwich NR 3 1BQ. Tel: 01603 621000.

**PUBLICATION SCHEME CLASSES OF INFORMATION**

**Section 1 – Who we are.**

**Class description: Details of the practice, organisational structure, key personnel and how we fit into the NHS Wales structure.**

Woodlands Medical Centre is contracted to Cardiff & Vale University Health Board to provide General Medical Services, and aims to deliver them in line with National Institute for Clinical Excellence guidance, and the National Service Frameworks for Wales. A full description of these services is contained in section 2.

Cardiff & Vale University Health Board is one of 7 Local Health Boards in Wales, making up the framework of NHS Wales. The NHS is a very large part of the public sector. A full list of local General Practices in Cardiff & Vale is available on the Cardiff & Vale University Local Health Board web site. http://www.cardiffandvaleuhb.wales.nhs.uk/

Woodlands Medical Centre is located on Greenfarm Road. The majority of our patients live in Ely, Caerau, St Fagans Culverhouse Cross, Wenvoe and other towns and villages in the Vale of Glamorgan. The practice consists of 5 GP partners, 2 salaried GPs, 2 practice nurses, a treatment room nurse, Health Care Assistant, a Practice Manager, Assistant Practice Manager, and reception and administration staff. Additional clinical support is provided by Cardiff and Vale UHB, in the form of a midwife, phlebotomist service and counsellors.

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

The information within this Class is either downloadable from the Wales NHS website [www.wales.nhs.uk](http://www.wales.nhs.uk), or available in hard copy or leaflet form from the Practice Manager.

Our policy regarding charges for information is outlined on page 3 – the practice reserves the right to charge for certain items, for example, photocopying. These charges will be reviewed regularly and be in line with other NHS organisations. If a charge is considered appropriate, you will be notified of the amount in advance. Payment will be required prior to information being provided.