



# St. James Surgery Devizes

## Publication Scheme

downloaded from [www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk)

This Publication Scheme provides a guide to the services and practitioners who practice together within St James Surgery, Devizes as required by the Freedom of Information Act 2000.

It is based on the model publication scheme for general practices produced by the NHS Freedom of Information (FOI) project board and the British Medical Association. You may obtain a printed copy on request from the practice at a nominal charge or you may obtain a copy free from our web site [www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk)

## **PART ONE:**

### **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by Drs John New, Anthony Downey, Minar Parsley and Martin Foley. It will be reviewed at regular intervals and we will monitor its effectiveness.

### **Your rights to information**

The Freedom of Information Act 2000 recognizes that members of the public have the right to know how public services are organized and run, how much they cost and how the decisions are made.

From January 1st 2005 the FOI Act will oblige the General Practice to respond to requests about information that it holds, and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.

In addition to accessing the information identified in this Publication Scheme, you are entitled to request information about St James Surgery under the NHS Openness Code 1995.

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 in writing for this information.





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## 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 [www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk) 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 to:

The Practice Manager  
St James Surgery,  
Gains Lane  
Devizes  
SN10 1QU

## PART TWO

### Classes of Information

All information at the St James Surgery is held, retained and destroyed in accordance with NHS guidelines.

Our commitment to publish 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.

Where individual Classes are subject to exemptions, the main reasons are the protection of commercial interests and the protection of confidential personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme.





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The information included in this Scheme is grouped into 7 broad categories.

## **Class 1**

### **information**

This information is published in our practice brochure, which is available free of charge on request, and on our web site at [www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk)

## **Class 2**

### **Information**

Our Services: Details of all the services we provide are published in our practice brochure and on our web site, [www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk) as for Class 1 information.

## **Class 3**

### **Information**

Financial and funding information.

The St James Surgery receives money from Wiltshire Primary Care Trust according to its contract with in exchange for services provided for patients.

Funding information can be obtained through the Practice Manager and the Partners.

## **Class 4**

### **Information**

A number of publications and information leaflets are available, free of charge, to the general public, including our Practice Booklet, and can be obtained from Reception.





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## **Class 5**

### **Information Complaints**

This practice follows the NHS complaints procedure and follows a strict protocol when dealing with all complaints.

The practice protocol is available free on our web site, or a printed copy is available from:

The Practice Manager,  
St James Surgery,  
Gains Lane  
Devizes  
SN10 1QU

## **Class 6**

A number of our policies and procedures are available by enquiry at Reception and include such subjects as Zero Tolerance and Data Protection. Much of this information is also available on our website.

## **Class 7**

### **Information**

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 the Trust.

We will also publish any proposed changes or additions to publications already available.  
This Publication Scheme  
Cost of Information

Most information is available free from our practice brochure or practice web site, but there may be a nominal charge to cover costs if you require a hard copy of some information.

These charges will vary according to how that information is made available.





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## **Charges are as follows**

Web site – Free of charge – (charges for Internet Service provider and personal printing costs would have to be met by the individual) The practice web address:  
[www.stjamesurgerydevizes.co.uk](http://www.stjamesurgerydevizes.co.uk)

If you do not have Internet access, a single print-out from the website would be available by post from the Practice Manager or by personal application at the Practice. The practice charges 15p per sheet + the cost of postage.

Requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, will 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 are unable to provide printouts of other organization's websites.





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### **Part Three**

#### **Useful Resources**

##### **Web Sites**

Web Sites

Information Commissioner

Lord Chancellor's Department

NHS Freedom of Information web site

##### **Publications**

NHS Openness Code

FOI Act 2000

Code of Practice under Section 45 FOI Act 2000

Code of Practice under Section 46 FOI Act 2000

Statement of Fees and Allowances payable for General Medical Practitioners in England

##### **Copyright**

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