

WOODVIEW MEDICAL CENTRE

**DR R F WILLIAMS DR R E DAVIES
DR M RADIA DR N BOTEJU DR E S ONG**

Information available from WOODVIEW MEDICAL CENTRE *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
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0
Doctors in the practice	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0

**Holmecross Road, Thorplands, Northampton NN3 8AW
Tel: 01604 670780; Fax: 01604 646208**

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Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0
Opening hours	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices Website: www.nhs.uk	£0
Other staffing details	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices Website: www.nhs.uk	£0

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<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>Current and previous financial year as a minimum</p>	<p>Hard copy from Practice. Requests in writing to Practice Manager (Please note there may be circumstances where material cannot be released because it is confidential and may be prejudicial to the conduct of the Practice's affairs).</p>	<p>£5</p>
<p>Total cost to the PCT/LHB/HSSB of our contracted services.</p>	<p>Hard copy. Request in writing from Practice Manager</p>	<p>£5</p>
<p>Audit of NHS income</p>	<p>Not held</p>	<p></p>
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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Hard copy. Request in writing from Practice Manager</p>	<p>£0</p>
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<p>Plans for the development and provision of NHS services</p>	<p>Hard copy. Request in writing from Practice Manager</p>	<p>£0</p>
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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>	<p>Hard copy from Practice. Requests in writing to Practice Manager (Please note there may be circumstances where material cannot be released because it is confidential and may be prejudicial to the conduct of the Practice's affairs).</p>	<p>£5</p>
<p>Records of decisions made in the practice affecting the provision of NHS services</p>	<p>Hard copy from Practice. Requests in writing to Practice Manager (Please note there may be circumstances where material cannot be released because it is confidential and may be prejudicial to the conduct of the Practice's affairs).</p>	<p>£5</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>		
<p>Policies and procedures about the employment of staff</p>	<p>Hard copy from Practice. Requests in writing to Practice Manager</p>	<p>£5</p>

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Internal instructions to staff and policies relating to the delivery of services	Hard copy from Practice. Requests in writing to Practice Manager	£5
Equality and diversity policy	Hard copy from Practice. Requests in writing to Practice Manager	£5
Health and safety policy	Hard copy from Practice. Requests in writing to Practice Manager	£5
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Practice. Requests in writing to Practice Manager	£0
Records management policies (records retention, destruction and archive)	Hard copy from Practice. Requests in writing to Practice Manager	£5
Data protection policies	Hard copy from Practice. Requests in writing to Practice Manager	£5
Policies and procedures for handling requests for information	Hard copy from Practice. Requests in writing to Practice Manager	£5
Patients' charter	Hard copy from Practice. Requests in writing to Practice Manager	£0

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Class 6 – Lists and Registers Currently maintained lists and registers only	Not held	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not 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	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0
The services provided under contract to the NHS	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0
Charges for any of these services	Hard copy from Practice. Requests in writing to Practice Manager	£0

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Information leaflets	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk Various - from practice on request	£0
Out of hours arrangements	Practice Website: www.woodviewmedicalcentre.co.uk Practice Leaflet NHS Choices website: www.nhs.uk	£0

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