**Barnt Green Surgery Publication Scheme**

**Information available from Barnt Green Surgery (providing personal medical services under contract to the NHS) under the Freedom of Information Act 2000**

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

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

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| **Class 1. Who we are**  |
| Details of the practice, organisational structures, key personnel and how we fit into the NHS  |

This practice has a General Medical Services contract. The contract is with: NHS England, Ground Floor West Wing, Wildwood, Worcester, Worcs, WR5 2LG, (www.worcestershire.nhs.uk)

The practice aims to follow National Institute for Clinical Excellence (NICE) and National Service Framework guidelines. Copies of these can also be found on the NICE website ([www.nice.org.uk](http://www.nice.org.uk)) or the Department of Health website ([www.dh.gov.uk](http://www.dh.gov.uk)).

The NHS is a very large part of the public sector. It is possible to find out information about our practice, NHS Worcestershire and other NHS services in your area by using the NHS choices website ([www.nhs.uk](http://www.nhs.uk)). A full list of local General Practices can be found there too. Barnt Green Surgery provides medical services for the village of Barnt Green and surrounding area.

Key Personnel

Partners Dr Frank Taylor, Dr Andrew Peacock

Practice Manager Claire Humpage - claire.humpage@nhs.net

Salaried doctors Dr Jane Robertson, Dr Sarah King, Dr Hasib khalid

The practice also employs Practice Nurses, HCA’s and administrative staff

Contact details

Barnt Green Surgery Tel no. 0121 445 1704

82 Hewell Road Fax no. 0121 445 7310

Barnt Green

Birmingham

B45 8NF

Further information about staff, opening hours, services provided etc. can be found on the practice website.

[www.barntgreen.gpsurgery.net](www.barntgreen.gpsurgery.net%20)

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| **Class 2 – Financial details** |

Barnt Green Surgery receives money from NHS England according to its contract (as per Class 1 above) in exchange for services provided for patients.

Please follow this link [www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\_4073318](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4073318). Please apply to the Department of Health for information on costs and the formats this is available in.

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.

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| **Class 3 – What our priorities are and how we are doing** |

Our priorities are to provide a full range of services under contract to the NHS. These are aligned to local health plans. Our performance is via the qualities and outcomes framework. This can be viewed for all practices on the NHS information site.

[www.qof.ic.nhs.uk](http://www.qof.ic.nhs.uk)

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| **Class 4 – How we make decisions** |

All decisions relating toprimary, general or personal medical services we provide under contract to the National Health Service are made by the Partners, see above, following guidance from NHS England/DOH/Redditch & Bromsgrove CCG.

[www.worcestershire.nhs.uk](http://www.worcestershire.nhs.uk) /[www.dh.gov.uk](http://www.dh.gov.uk) /<www.redditchandbromsgroveccg.nhs.uk>

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| **Class 5 – Our policies and procedures** |

We have policies available on the following:

* Complaints
* Confidentiality
* Health and safety
* Fire safety
* Removal of patients from the practice list
* Policies relating to internal working practices/procedures (50p per page)
* Full range of Information Governance policies (50p per page)
* Full range of HR policies (50p per page)

These policies are available either free of charge or priced as above.

Please apply in writing to the following:

Practice Manager

Barnt Green Surgery

82 Hewell Road

Barnt Green

Birmingham

B45 8NF

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| **Class 6 – Lists and Registers** |

N/A

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| **Class 7 – The services we offer** |

This is the range of services we provide:

* Baby clinic
* Cervical cytology
* Child health surveillance
* Contraceptive services
* Counsellor
* Disease management clinics
* District nurse
* Health promotions clinics (e.g. well man and well woman clinics)
* Immunisations
* Maternity medical services
* Minor surgery services
* INR
* Phlebotomy

Some of these services are provided in partnership with other agencies, namely:

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| Worcestershire Health and Care Trust and NHS WorcestershireInformation leaflets relating to some of the clinical services and health services that we provide for patients and the public are freely available in the waiting area and on the practice website.Additional information regarding the practice can be found at [www.barntgreen.gpsurgery.net](http://www.barntgreen.gpsurgery.net) or in our practice booklet available from reception**Cost of Information**For the most part we will charge you only for hard copies. Some information is available free but for others 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 website – 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 of the main contents of the website would be available by post from Practice Manager at the address above.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, photocopying, 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 for leaflets or booklets on, for example, services we offer to the public, where available. c) “Glossy” or other bound paper copies, or in some cases a CD-ROM, video or other mediums are chargeable.d) E-mail will be free of charge unless it says otherwise.The charges will be reviewed regularly. |