

Welcome to the Woodside Medical General Practitioner's Publication Scheme

This is a guide to the General Practitioners' (who practice together) within the partnership/single practice Publication Scheme as required by the Freedom of Information Act 2000.

Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by Woodside Medical General Practitioners. It will be reviewed at regular intervals and we will monitor its effectiveness.

How much does it cost?

Some information is available for free, but there may be times where an administration processing fee is chargeable.

How is the information made available?

The information within each classification (see below) will be available either by e-mail or in hard copy from any member of the Practice on request.

Your rights to information

In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Woodside Medical Practice under the NHS Openness Code 1995.

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

From January 1st 2005 it became a requirement of the Practice to respond to requests about information that it holds, recorded in any format; and, that the Practice will have 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.

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
Woodside Medical Practice
Park Lane
Woodside
Telford
TF7 5NR

CLASSES OF INFORMATION

All information at the Woodside Medical Practice 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, for example, 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

Woodside Medical Practice is made up of four partners.

- Dr Ian Donnellan
- Dr Charlotte Hart
- Dr Melanie Abey
- Dr Andrew Harwood

The Practice adheres to the General Medical Services contract and employs a range of staff, including a Practice Manager, a Practice Nurse, two Health Care Assistants, a Medical Secretary, and a team of Reception/Administration staff.

2. Our Services

Details of our services can be viewed via our website at www.woodside-medical-practice.org.uk

The Practice is open from 8.30am to 6.00pm, the telephone lines are open from 8.00am Monday to Friday.

Outside of normal surgery hours, emergency services are provided by SHROPDOC and NHS 111.

Some services may involve information sharing (e.g. child protection conferences) with other agencies, but we adhere to our confidentiality policy, and disclose information only when absolutely necessary.

Some of the Doctors have specialised clinical interests these include:

Dr Donnellan – Diabetes
Dr Hart – Dermatology
Dr Abey – Sexual Health
Dr Harwood - Musculoskeletal

3. Financial and funding information

All GP practices are required to declare the mean earnings (average pay) for GP's working to deliver NHS services to patients at each practice.

The average pay for GP's working in Woodside Medical Practice in the last financial year 2019/20 was £63,389 before tax and National Insurance. This is for 3 full-time GP's, 2 part-time GP's and 1 locum GP who worked in the practice for more than 6 months.

NHS England require that the net earnings of doctors engaged in the practice is publicised, and the required disclosure is shown below. However it should be noted that the prescribed method for calculating earnings is potentially misleading because it takes no account of how much time

doctors spend working in the practice, and should not be used to form any judgement about GP earnings, nor to make any comparison with any other Practice.

4. Regular publications and information for the public

Woodside Medical Practice regularly updates its website with relevant information and seasonal campaigns. Other information is available whilst at the Practice, notably on our Waiting Room screen and via our Practice Leaflet.

5. Complaints

We aim to provide a friendly courteous and efficient service. Although we do our best we accept that sometimes things do go wrong. If you have any problems, complaints, compliments or ideas on how to improve the service please ask to speak to the Practice Manager. We do have an in house complaints procedure through which we aim to address issues swiftly.

6. Our policies and procedures

General policies and procedures are in use within the Practice in addition to complaints, these include, but are not restricted to; Confidentiality, Data Protection, Prescribing and Prescription, Zero Tolerance on Violence and Health & 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 enquires regarding information management generally in the Practice.

We will also publish any proposed changes or additions to publications already available.

8. Cost of Information

For the most part, information is available for free, but on occasion, where requests are manifestly unfounded or excessive, particularly if it is repetitive, a reasonable administration fee will be charged. We will discuss this with you prior to gathering and/or releasing the information.

9. Useful Resources

Information Commissioner's Office – www.ico.org.uk

Telford and Wrekin Clinical Commissioning Group – www.telfordccg.nhs.uk

NHS England Freedom of Information Requests – www.england.nhs.net/contact-us/foi/