

FREEDOM OF INFORMATION

Your rights to information

The Freedom of Information Act obliges General Practice to respond to requests for information held by them. The rights of the public to access this information are subject to some exemptions which have to be taken into consideration before deciding what information can be released. Under the Data Protection Act patients are also entitled to access their clinical records and should write to: The Practice Manager, Foundations, Acklam Road, Middlesbrough TS5 4EQ.

How much does it cost?

The majority of information is free of charge. In some cases there will be charges made to cover the cost of copying, printing, postage and administrative costs. The current rate of photocopying and or/printing is 30 pence per sheet and the administrative charge is set at £10.00. These charges will be reviewed regularly.

Requests for multiple printouts or for archived copies of documents which are no longer accessible or available electronically may attract a charge for retrieval, photocopying etc. We will inform you of any charges in advance.

The Practice will record all Freedom of Information requests and our responses and we will monitor our performance in handling requests.

How is information made available?

All requests for information must be responded to within 20 working days. Requests must be made in writing and must include the name and address for the correspondence and a clear description of the information required. Requests for information should be made to:

The Practice Manager, Foundations, Acklam Road, Middlesbrough, TS5 4EQ.

The practice is not obliged to comply with vexatious requests or repeated or substantially similar requests from the same person other than at reasonable intervals.

Exemptions

There is a range of information covering personal data, security, and formulation of government policy, commercial and individual confidentiality. A further absolute exemption is where information is accessible by other means or if the information has been provided in confidence. Other exemptions include information relating to commercial interests and audit functions.

Information available from the Foundations Practice 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 (e.g. hard copy, website)	COST
<p>Class1 – Who we are and what we do</p> <p>Foundations Acklam Road Middlesbrough TS5 4EQ Telephone: 01642 354550 Fax: 01642 873575 Web Site: www.Foundationsmp.co.uk</p>	<p>Website</p> <p>Practice literature</p>	<p>N/A</p>
<p>Partners in the practice</p> <p>Mrs Tina Clark (Partner) Management Partner</p> <p>Mr Simon Mason (Partner) Pharmacological Lead (RGN)</p> <p>Mr Danny Ahmed (Partner) Psychosocial Lead (RMN)</p>	<p>Website</p> <p>Practice Brochure</p>	<p>N/A</p>
<p>Contact details for the practice</p> <p>Foundations Acklam Road Middlesbrough TS5 4EQ Telephone: 01642 354550 Fax: 01642 873575 Web Site: www.Foundationsmp.co.uk</p>	<p>Website</p> <p>Practice Literature</p>	<p>N/A</p>
<p>Other staffing details</p> <p>Mr Alex Murdoch Practice Manager</p> <p>Opening Hours</p> <p>Mon: *9am – 6pm Tues: 9am – 6pm Wed: 9am – 7pm Thurs: *9am – 6pm Fri: 9am – 6pm Sat: 9am – 1pm Sun: CLOSED</p>	<p>Website</p> <p>Practice leaflets</p> <p>Website</p> <p>Practice signage and literature</p>	<p>N/A</p>

<p><i>*Please note appointments start times on Mondays (10:00am) and Thursdays (12:00pm)</i></p>		
<p>Class 2 – What we spend and how we spend it</p>		<p>Postal and Administration costs may apply to the information required in this Class.</p>
<p>Total cost of our NHS contracted services.</p>	<p>Available on request from Practice Manager</p>	<p>See above</p>
<p>Total Prescribing Costs</p>	<p>Available on request from Practice Manager</p>	<p>See above</p>
<p>Class 3 – What our priorities are and how we are doing</p>		
<p>Plans for the development and provision of NHS services</p>	<p>Website</p>	<p>N/A</p>
<p>Class 4 – How we make decisions</p>		<p>Postal and Administration costs may apply to the information required in this Class.</p>
<p>Records of decisions made in the practice affecting the provision of NHS services</p>	<p>Available on request from Practice Manager</p>	<p>See above</p>
<p>Class 5 – Our policies and procedures</p> <p>The Foundations is obliged to have and does have the policies listed below. This is in line with contract requirements and its Care Quality Commission registration and inspection requirements.</p>		
<p>Policies and procedures about the employment of staff</p>	<p>Available on request from Practice Manager</p>	<p>See above</p>
<p>Internal instructions to staff and policies relating to the delivery of</p>	<p>Available on request from Practice Manager</p>	<p>See above</p>

services		
Equality and diversity policy	Available on request from Practice Manager	See above
Health and safety policy	Available on request from Practice Manager	See above
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Available on request from Practice Manager	See above
Records management policies (records retention, destruction and archive)	Available on request from Practice Manager	See above
Data protection policies	Available on request from Practice Manager	See above
Policies and procedures for handling requests for information	Available on request from Practice Manager	See above
Class 6 – Lists and Registers		
Any publicly available register or list	None 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	Please see our website/practice literature available on request	N/A
The services provided under contract to the NHS	Please see our website/brochure	N/A
Charges for any of these services	Please see our website/brochure	N/A
Information leaflets	Please ask at reception	N/A
Out of hours arrangements	You can still receive medical care, advice or information, when the surgery is closed. To access non - emergency urgent medical care, please call free, by dialling 111 .	