

FREEDOM OF INFORMATION ACT THE ROXTON PRACTICE 2013

CLASSES OF INFORMATION

All information at the Roxton 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 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.

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

Class 1 Information

Who we are

**The Roxton Practice
Pilgrim Primary Care Centre
Pelham Road
IMMINGHAM DN40 1JW
01469 573058**

**The Health Centre
Pelham Crescent
KEELBY DN41 8EW
01469 560202**

This NHS practice is part of the North East Lincolnshire CCG and provides services for patients living within Immingham, Keelby, Laceby and the surrounding villages (including Stallingborough, Healing, Great Coates, Aylesby, Irby, Riby, Limber, Kirmington, Brocklesby, Habrough, Ulceby, North & South Killingholme and East Halton). It supplies services in accordance with a general medical services contract held with the North East Lincolnshire Clinical Commissioning Group.

A full list of local General Practices can be found on the CCG website
www.northeastlincolnshireccg.nhs.uk/

A full list of the services provided will be found at class 2 below.

Key personnel:

Dr Peter M Opie MBBS (London 1981) DRCOG MRCGP BSc – full time partner
Dr Anne E Spalding MBChB (Sheffield 1985) DGM DRCOG MRCGP – full time partner
Dr Peter J Melton MBBS (London 1987) MRCGP – full time partner

Dr Sean A Thrippleton MBBS (London 1987) MRCGP DRCOG – full time partner
Dr Ram S P Singh MBBS (Patna 1971) MSS – part time salaried
Dr Arun K Nayyar MBBS (Dayanand 1992) MS FRCS DRCOG MRCGP – full time partner
Dr David J Lansley MBChB (Bristol 1983) DCH MRCGP – associate partner full time
Dr Syamelendu Bandyopadhyay (Banerjee) MBBS (Calcutta 1974) – part time locum
Dr Ekta Elston MBBS (Newcastle upon Tyne 2002) DRCOG MRCGP – part time locum

Our practice manager is Mrs Barbara Hodgson – full time

Our practice nurses are:

Sister Marie Middleton (Nurse Practitioner) – full time
Sister Julie Everitt – part time
Sister Fiona Barrett – (Nurse Practitioner) - full time
Sister Julie Browning – (Nurse Practitioner) - full time
Sister Alison Oxenforth – full time
Sister Sam Horton – full time
Sister Yvonne Knox – part time
Sister Susan Hammerton – part time
Sister Hayley Wood – part time
Sister Cheryl Capp – part time
Sister Lisa Housham (Nurse Practitioner) – full time

This practice aims to follow national and local best practice guidelines, including the NICE best practice guidelines and the National Service Frameworks.
Some information will be withheld including personal, confidential information about individuals that is protected by the Data Protection Act 1998.

Class 2 information

Our Services

- A full range of general medical services
- Maternity Care
- Full Family Planning Service
- Well Baby Clinic
- Well Person Clinic
- Minor Surgery Clinic
- Coronary Heart Disease Clinic
- Diabetic Clinic
- Vaccination/Immunisation and Travel Vaccination Clinic
- Medical Examinations (non NHS) – HGV, PSV, Insurance, Pre-employment etc.

Drs Opie, Singh and Nayyar have a special interest in minor surgery.

Some services require information sharing with other health care agencies and with regard to this we follow the General Medical Council guidelines “Confidentiality: Protecting and Providing Information” published in September 2000. You may obtain a copy of this from the Practice Manager. (The charge for this will be £3.00.)

Surgery Times – Outside normal surgery opening hours please ring NHS Direct on 0845 4647 who will advise you appropriately

Immingham	Monday	08.30 to 19.30
	Tuesday	08.30 to 19.30
	Wednesday	08.30 to 18.00
	Thursday	08.30 to 19.30
	Friday	08.30 to 18.00
	Saturday	Out of Hours Emergency Centre 01472 256222
	Sunday	Out of Hours Emergency Centre 01472 256222

Keelby	Weekdays	08.00 to 18.00 (doors closed 12.30 to 14.00)
	Saturday	Out of Hours Emergency Centre 01472 256222
	Sunday	Our of Hours Emergency Centre 01472 256222

Out of hours cover is provided by Grimsby Area Primary Care Emergency Centre (Out of Hours Emergency Centre)

Weekdays	19.00 to 08.00
Saturdays	08.00 to 08.00 (on Sunday)
Sundays	08.00 to 08.00 (on Monday)
Bank Holidays	08.00 to 08.00 (following day)

The telephone number for this service is 01472 256222
Members of staff conduct consultations in English.

Class 3 information
Financial and funding information

The Roxton Practice receives funding from the North East Lincolnshire Clinical Commissioning Group (NHS Shared Business Services, Wakefield WF3 1WE), according to its contract with the North East Lincolnshire CCG, in exchange for services provided for patients.

Class 4 information
Regular publications and information for the public

The following published information is available.

- Practice brochure
- Patient Medical Information Leaflets

All of these publications are free of charge.

Class 5 information Complaints

This practice follows the NHS complaints procedure and follows a strict protocol when dealing with all complaints. A copy of the practice complaints procedure is available from the Practice Manager:

**The Roxton Practice
Pilgrim Primary Care Centre
Pelham Road
IMMINGHAM DN40 1JW**

Class 6 Information Our policies and procedures

- Data protection
- Prescribing and prescription policy
- Health and safety
- Protecting and using patient information policy
- Practice complaints procedure

Class 7 information. This Publication Scheme

Cost of Information

Some information is available free, but there may be a nominal charge to cover costs if you require a hard copy of information. These charges will vary according to how information is made available.

Charges are as follows:

- a) The web site is free of charge. (Charges for Internet Service provider and personal printing costs would have to be met by the individual.) The Roxton Practice and North East Lincolnshire Primary Care Trust web addresses are www.theroxtonpractice.nhs.uk & www.northeastlincolnshireccg.nhs.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 50p per sheet plus the cost of postage if required.
 - Requests for multiple printouts, or for archived copies of documents that are no longer accessible or available on the web, will attract a small 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 are not able to provide printouts of other organisations' websites.
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- b) Leaflets and brochures are free of charge for patient medical information leaflets and practice booklets which outline the services we offer to the public.
- c) E-mail information is free of charge unless specified otherwise.

These charges will be reviewed regularly.

Part Three: Useful Resources

Web sites:

Information Commissioner	www.informationcommissioner.gov.uk
Lord Chancellor's Department	www.lcd.gov.uk
NHS Freedom of Information web site	www.foi.nhs.uk
Care Quality Commission	www.cqc.org.uk

North East Lincolnshire Primary Care Trust www.nelpct.nhs.uk

Publications

NHS Openness Code -	www.doh.gov.uk/nhsexec/codemain.htm
FOI Act 2000	www.legislation.hmso.gov.uk/acts2000/2000036.htm
Code of Practice under Section 45 FOI Act 2000	www.lcd.gov.uk
Code of Practice under Section 46 FOI Act 2000	www.lcd.gov.uk
Statement of Fees and Allowances payable for General Medical Practitioners in England	http://www.redbook.i12.com/rb/Docs/rb0.htm
NICE best practice guidelines	
National Service Frameworks	

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Commercially or personally sensitive information is covered by an exemption from disclosure under this act. Since GPs effectively run private businesses much of the content of a practice meeting could be deemed to be commercially sensitive. It would probably be acceptable to designate at least part of practice meetings as "confidential business meetings".

PULSE 1.11.2004