

Model publication scheme 2009
 New Road Surgery, Bromsgrove
 Information available from Karen Leech (Practice Manager)
 (0844 4772419, n.surgery@nhs.net),
 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	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy Email Practice Website www.newroadsurgery.com NHS Choices Website http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=910FA0F6-7A38-42A9-BBD7-0CC2F27A8463&JScript=1</p>	<p>Nil</p>
<p>Doctors in the practice</p>	<p>As above</p>	<p>Nil</p>
<p>Contact details for the practice</p>	<p>As above</p>	<p>Nil</p>
<p>Opening hours</p>	<p>As above</p>	<p>Nil</p>
<p>Other staffing details</p>	<p>As above</p>	<p>Nil</p>

<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>		
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Total cost to the PCT/LHB/HSSB of our contracted services.	Available upon request from PCT	Not Known
Audit of NHS income	Available upon request from PCT	Not Known
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Plans for the development and provision of NHS services	Available upon request from Karen Leech Practice Website www.newroadsurgery.com http://www.gpcontract.co.uk/surgery.php?orgcode=M81021&year=8	Nil
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Records of decisions made in the practice affecting the provision of NHS services	Available upon request from Karen Leech	Nil

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		

Policies and procedures about the employment of staff	Available upon request from Karen Leech	Nil
Internal instructions to staff and policies relating to the delivery of services	Available upon request from Karen Leech	Nil
Equal Opportunities policy	Available upon request from Karen Leech	Nil
Health and safety policy	Available upon request from Karen Leech	Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available upon request from Karen Leech	Nil
Data protection policies	Available upon request from Karen Leech	Nil
Policies and procedures for handling requests for information – Access to medical records policy	Available upon request from Karen Leech	Nil
Patients' charter	Available upon request from Karen Leech	Nil
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	http://www.gpcontract.co.uk/surgery.php?orgcode=M81021&year=8	Nil

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only		
The services provided under contract to the NHS	Hard Copy	Nil

	Email Practice Website www.newroadsurgery.com NHS Choices Website http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=910FA0F6-7A38-42A9-BBD7-0CC2F27A8463&JScript=1	
Charges for any of these services	Available upon request from Andrea Jukes	Nil
Information leaflets	Hard Copy Email Practice Website www.newroadsurgery.com NHS Choices Website http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=910FA0F6-7A38-42A9-BBD7-0CC2F27A8463&JScript=1	Nil
Out of hours arrangements	As above	Nil

Reviewed 03/08/10