

## **NHS FREEDOM OF INFORMATION PROJECT BOARD MODEL PUBLICATION SCHEME FOR DENTISTS**

**Welcome to Enterprise Dental Care's Publication Scheme. This is a guide to the Dental Practitioners who practice together within our two practices 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 Enterprise Dental Care. It is a description of the information about our Dental Practitioners and Practices, which we make publicly available. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

### **How much does it cost?**

The publications are all free unless otherwise indicated within each Class [with £]. Where information is provided at a cost the charges will be calculated as set out in Class 7.

### **How is the information made available?**

The information within each Class is either downloadable from the practice website or available in hard copy from Jo Williams at Collins House.

### **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Enterprise Dental Care 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 the decisions are made.
- From January 1<sup>st</sup> 2005 it will oblige Enterprise Dental Care to respond to requests about information that it holds that may be recorded in any format and it will create 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.
- New environmental information regulations may be introduced as early as 2003. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- Under the Data Protection Act 1998, you are also entitled to access your dental records or any other personal information held about you and for this you can contact Jo Williams our Practice Manageress at Collins House Dental Surgery, 19 St Owen St, Hereford, HR1 2JB, 01432 358028.

## **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 Mark Doyle at Collins House Dental Surgery (same address).

## **CLASSES OF INFORMATION**

All information at Collins House Dental Surgery and Belmont Dental Surgery 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 e.g. 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**

Our two practices are both in Herefordshire, which means that both are on the dental list of Herefordshire Primary Care Trust. We are primarily Private, although we also have a limited NHS contract.

#### **The Dentists.**

There are three full time equivalent expense sharing equity holders within our business.

Mark Robert William Doyle BDS (Bristol 1985) MFGDP (UK) 2003  
GDC number 60464. Male. Works at Collins House only.  
Simon Portman-Lewis BDS (London 1985)  
GDC Number 60732. Male. Works at Collins House only.  
Mark Sykes BDS (Cardiff 1987)  
GDC Number 62342. Male. Works at Collins House and Belmont

There are three associate dentists within our practice.

Andrew Bailey BDS LDS RCS (London 1983)  
GDC Number 58486. Male. (Full time; works all weekdays at Belmont, excluding Fridays)  
Fiona Bailey BDS LDS RCS (London 1984)  
GDC Number 59767. Female. (Part-time; Wednesday mornings and Fridays); Works at Belmont  
Elizabeth Horton BChD (Leeds 2004) MFGDP (UK) 2006  
GDC Number 83407. Female. Full time.

#### **The Dental Therapist**

Joanne Walker BSc. EDT (Birmingham 2006); Works at Collins House and Belmont.  
GDC Number 103595 Female Full Time

## **The Hygienists**

We have three part time hygienists.

Laura Williams EDH (Birmingham 1999) Works at Collins House  
GDC Number DH 5532

Helen Tottman DDH (Kings College London 1994) Works at Collins House  
GDC Number DH 5868

Hannah Temple (nee Bradley) CDH (Royal Dental Hospital 1978)  
GDC Number 1677

## **Our Practice Manageress**

Jo Williams Cert DPM. Works part-time at Collins House.

## **2. Our Services**

We offer NHS care to existing patients, most adult patients are treated under Denplan Care or Privately. We do not offer orthodontic treatment or sedation. Please look at our website for specific opening times for each practice. In case of a severe dental emergency out of hours, registered patients only should telephone the surgery and listen to the answer phone message, preferably before 10pm. Both of our practices have ground floor access to a surgery and toilet facilities making wheelchair access easy. We do not speak any language other than English.

## **3. Financial and funding information**

Our Denplan and Private fee guide is available on our website. Details of NHS charges and entitlement to exemption and remission from NHS charges are available from Herefordshire Primary Care Trust at Belmont Abbey, Belmont, Hereford, HR2 9RP, Telephone 01432 344344

Our income from NHS work derives from our new GDS contract with Herefordshire Primary Care Trust.

Our figure for turnover from NHS income across the two practices was £230,000 before expenses for year-end 28<sup>th</sup> February 2006. Against this has to be set expenses such as staff salaries, mortgages/ rates, practice development funding, material, laboratory work, staff and training improvements, compliance with Health and Safety Legislation and a myriad of other expenses. Our expenses for the same financial year-end were in excess of £350,000.

## **4. Regular publications and information for the public**

We publish a regular newsletter, practice information leaflets for each practice, and an oral cancer awareness leaflet.

## **5. Complaints**

We have a Practice complaints policy, which is available from Jo Williams at Collins House.

## **6. Our policies and procedures**

We have a data protection policy, a health and safety policy, an infection control policy, an infected material spillage policy, and a variety of other policies, which are available for 5 pence per copy fee from Jo Williams at Collins House.

## **7. This Publication Scheme**

This scheme was written in June 2006 and is updated annually. Mark Doyle is responsible for managing information and updating publications within Enterprise Dental Care

### **Cost of Information**

For the most part, we will charge you only for hard copies or copying onto media (e.g. CD ROM). 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 Dental Practice/Primary Care Trust Web Site –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 as on the website would be available by post from Jo Williams at Collins House Dental Surgery, 19 St Owen St, Hereford, HR1 2JB or by personal application at the above practice.

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, photocopy, 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; for example practice information leaflet. A list is available from Jo Williams

c) "Glossy" or other bound paper copies, photocopies, or in some cases a CD Rom, video or other mediums. Charge at cost from Jo Williams.

d) E-mail-will be free of charge unless it says otherwise

The charges will be reviewed regularly.

## Useful Resources

Web sites:

[www.herefordshire.nhs.uk](http://www.herefordshire.nhs.uk)

Herefordshire Primary Care Trust website.

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This is the Information Commissioner's web site.

[www.lcd.gov.uk](http://www.lcd.gov.uk)

This is the Lord Chancellor's web site

[www.nhs.foi.uk](http://www.nhs.foi.uk)

This is the NHS Freedom of Information web site

## Publications

- NHS Openness Code [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)
- FOI Act 2000 [www.legislation.hmso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts2000/2000036.htm)
- Code of Practice under Section 45 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)
- Code of Practice under Section 46 FOI Act 2000 [www.lcd.gov.uk](http://www.lcd.gov.uk)

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