

Model publication scheme 2011/2012
 Yorkshire Street Medical Centre
 Information available from Michelle Hartley
 (01282 420141, michelle.hartley@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.ourdoctors.co.uk) NHS Choices Website (http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=FBBB7573-42B3-4A61-87CA-BCBAFED1ED9C)</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> |

| | | |
|---|---|-----------|
| 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) | | |
| 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 Michelle Hartley Practice Website (www.ourdoctors.co.uk) http://www.gpcontract.co.uk/area.php?orgcode=P81008&id=4&year=10 | 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 Michelle Hartley | Nil |

| | | |
|---|---|-----|
| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | | |
| Policies and procedures about the employment of staff | Available upon request from Michelle Hartley | Nil |
| Internal instructions to staff and policies relating to the delivery of services | Available upon request from Michelle Hartley | Nil |
| Equality and diversity policy | Available upon request from Michelle Hartley | Nil |
| Health and safety policy | Available upon request from Michelle Hartley | Nil |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Available upon request from Michelle Hartley | Nil |
| Records management policies (records retention, destruction and archive) | Available upon request from Michelle Hartley | Nil |
| Data protection policies | Available upon request from Michelle Hartley | Nil |
| Policies and procedures for handling requests for information | Available upon request from Michelle Hartley | Nil |
| Patients' charter | Available upon request from Michelle Hartley | Nil |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |
| Any publicly available register or list | http://www.gpcontract.co.uk/surgery.php?orgcode=P81008&year=10 | Nil |

| | | |
|--|---|------------|
| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</p> <p>Current information only</p> | | |
| | | |
| <p>The services provided under contract to the NHS</p> | <p>Hard Copy Email Practice Website (www.ourdoctors.co.uk) NHS Choices Website (http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=FBBB7573-42B3-4A61-87CA-BCBAFED1ED9C)</p> | <p>Nil</p> |
| <p>Charges for any of these services</p> | <p>Available upon request from Richard Halstead</p> | <p>Nil</p> |
| <p>Information leaflets</p> | <p>Hard Copy Email Practice Website (www.ourdoctors.co.uk) NHS Choices Website (http://www.nhs.uk/ServiceDirectories/Pages/GP.aspx?pid=FBBB7573-42B3-4A61-87CA-BCBAFED1ED9C)</p> | <p>Nil</p> |
| <p>Out of hours arrangements</p> | <p>As above</p> | <p>Nil</p> |