



Guide to Information provided by GPs under the model publication scheme

Under the Freedom of Information Act 2000 all public authorities are required to have and operate a publication scheme approved by the Information Commissioner. Doctors providing medical services under most contracts with the NHS in England, Wales and Northern Ireland are public authorities in respect of information relating to those services.

It is the intention of the Information Commissioner that all public authorities should adopt and operate the one model scheme that has been approved. This is a very general scheme based on the principal that all public authorities need to recognize the public interest in the transparency of the services provided for and paid for by the general public. It is a commitment to make information easily available to the public.

Note: The scheme is only for information held as a public authority and does not include any information that is not held, is held for other purposes or would be exempt from release.

The scheme requires three documents to be considered:

- the model scheme itself;
- our guidance on adopting and operating the scheme; and,
- a guide provided by the public authority indicating what information will be provided, how it will be provided and whether any charge will be made for its provision.

To assist medical practitioners who are public authorities we have produced the outline of a guide for their use. They should consider expanding elements of it to provide greater explanation and additional information where this can be done. For example if there are specific plans for the provision of NHS services these could be detailed. It is not necessary to submit the guide completed by the practice for approval.

We recognize that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “None Held” can be entered in this section. Under policies and procedures we have listed the policies we would expect practices to have. Again if this is not the case, “Not held” can entered in the relevant part. Any additional policies should also be listed.

Fees should be requested only where this is done in accordance our guidance.



Information available from The Swan Practice 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 (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>The Swan Practice is a large practice in North Bucks and surrounding villages currently service over 30,000 patients.</p> <p>Our purpose is to develop and maintain a happy, academic, wide ranging general practice and which provides high quality services that are responsive to patients' needs and which reflects whenever possible the latest clinical, social, organisational and economic advances relevant to primary health care.</p> <p>We are committed to the principle of continuing education, training and development for both partners and staff and to the principle of critically evaluating what we do as individuals and as a practice.</p> <p>Our commitment to you, our patients, is to provide you with the highest possible standard of medical care with an efficiently run and friendly service. You will be treated as an individual with dignity, courtesy and respect at all times, irrespective of your ethnic origin, religious belief, sex or sexuality, or the nature of your health problems. We expect to be treated in the same way.</p> <p>The Swan Practice is also now a Primary Care Network and works with local providers across the health and care spectrum.</p>	<p>www.theswanpractice.co.uk</p>	<p>Nil</p>

<p>Doctors in the practice: Our 9 partners are: Our Salaried GPs are Dr George Gavriel Dr Katie Owles Dr Tracey Largent Dr Emma Fish Dr Afsar Rizvi Dr Claire Chappel Dr Nic Stewart Dr Emily Moss Dr Vinesh Mistry Dr Ben Burgess Dr Alison Banks Dr Martina Hens Dr Caroline Tjoa</p>		
<p>Contact details for the practice (named contacts where possible with telephone number and email address Admin.theswanpractice@nhs.net 01280 818600 or 01280 822777</p>		
<p>Opening hours – 8am to 6.30pm – Monday to Friday</p>		
<p>Other staffing details – Business Manager – Debbie Ratu</p>		
<p>Patient catchment area - https://www.theswanpractice.co.uk/new-patients.aspx</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> <p>2018/19 £1,545,763 2019/20 £1,404.930</p> <p>Current and previous financial year as a minimum</p>	<p>On request dependant on question</p>	
<p>Total cost to the PCT/LHB/HSSB of our contracted services.</p>	<p>Not held</p>	
<p>Audit of NHS income</p>	<p>Not held</p>	
<p>Class 3 – What our priorities are and how we are doing</p>		

Working with our partners across the health and social care system Enabling GPs to carry on working and reducing workload Developing staff into appropriate roles Carrying out obligations under General Medical Services Contract Working to improve the premises and estates		
Class 4 – How we make decisions Decisions are made in bi-monthly partners meetings Minuted discussions	Hard copies available on request after sensitive redaction	
Records of decisions made in the practice affecting the provision of NHS services		
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures about the employment of staff	Hard copies available on request	
Internal instructions to staff and policies relating to the delivery of services	Hard copies available on request	
Equality and diversity policy	Hard copies available on request	
Health and safety policy	Hard copies available on request	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies available on request or available on our website	
Records management policies (records retention, destruction and archive)	Hard copies available on request	
Data protection policies	Hard copies available on re Hard copies available on request or available on our website quest	
Policies and procedures for handling requests for information	Hard copies available on request or available on our website	
Patients' charter	Hard copies available on request	

	or available on our website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Nil held	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Nil held	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)	Hard copies available on request or available on our website	
The services provided under contract to the NHS	Hard copies available on request or available on our website	
Charges for any of these services	Hard copies available on request or available on our website	
Information leaflets	Hard copies available on request or available on our website	
Out of hours arrangements	Hard copies available on request or available on our website	