

**Freedom of Information**  
**Marston Medical Centre Publication Scheme**  
updated April 2009

**Welcome to the Marston Medical General Practitioner Publication Scheme. Centre. This is a guide to the General Practitioners (who practice together) – Drs Bickford & Sockanathan within the partnership practice Publication Scheme as required by the Freedom of Information Act 2000.**

**Part I: Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by Dr Jonathan Bickford & Dr Sanjeeve Sockanathan, General Practitioners. It is a description of the information about our General Practitioners and Practice which we make 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 available in hard copy from:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY  
Tel: 0844 477 3870

**Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Marston Medical Centre General Practice 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 1st 2005 it will oblige the General Practice to respond to requests about information that it holds, and is 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. 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 clinical records or any other personal information held about you. For this, please contact:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY

Tel: 0844 477 3870

### **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:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY

Tel: 0844 477 3870

### **Part II: Classes of Information**

All information at the Marston Medical Centre General 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 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.

We are required to submit anonymised data to Oxfordshire PCT(Primary Care Trust) for audit and quality assessment.

We are a teaching practice and we may use medical records for these purposes. All rules of clinical confidentiality will apply.

The information on this Scheme is grouped into the following broad categories:

## **1. Who we are**

Details of the practice, organisational structures, key personnel and how we fit into the NHS

This practice adheres to the national General Medical Services contract. The contract is with: Oxfordshire Primary Care Trust, Oxfordshire Primary Care Trust, Jubilee House, 5510 John Smith Drive, Oxford Business Park South, Cowley, Oxford OX4 2LH ([www.oxfordshirepct.nhs.uk](http://www.oxfordshirepct.nhs.uk))

The practice aims to follow National Institute for Clinical Excellence (NICE) and National Service Framework guidelines. Copies of these can also be found on the NICE website ([www.nice.org.uk](http://www.nice.org.uk)) or the Department of Health website ([www.doh.gov.uk](http://www.doh.gov.uk)).

The NHS is a very large part of the public sector. It is possible to find out information about our practice, the Oxfordshire Primary Care Trust and other NHS services in your area by using [www.nhs.uk](http://www.nhs.uk). A full list of local General Practices can be found there too. The Marston Medical Centre provides general medical services for the geographical area of Marston, parts of Headington & North Oxford. Map shown on practice leaflet.

The full names of GPs at our practice are listed in the introduction to this publication scheme. The practice also employs:

- Administrative staff
- Practice manager(s)
- Practice nurse(s)

A full list of the services we provide is detailed in [Class 2 below](#).

There is a national NHS Plan that explains how the NHS is changing and sets out how all the different parts function and work together. A copy is available on the Department of Health website ([www.doh.gov.uk/nhsplan](http://www.doh.gov.uk/nhsplan)).

Some information will be withheld, including personal, confidential information about individuals which is protected by the Data Protection Act 1998.

## **2. Our services**

The range of services we provide under contract to the NHS

This is the range of services we provide:

- Baby clinic
- Cervical cytology
- Child health surveillance
- Contraceptive services
- Counsellor
- Disease management clinics
- District nurse

- Immunisations
- Maternity medical services
- Minor surgery services

For any policies relating to our services, please refer to [Class 6](#).

Included in our practice leaflet is information on the following:

- our opening and closing times
- the arrangements we have for out of hours cover

Our practice leaflet is available free of charge from:

- Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY

Our practice premises:

- Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY

Language and translation information: All consultations are in English. A translator can be obtained by contacting Oxfordshire PCT who will arrange a mutually convenient time.

Clinical interests at our practice: The doctors are all general practitioners

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

Funding details and charging policies

The Marston Medical Centre receives money from Oxfordshire PCT according to its contract (as per Class 1 above) in exchange for services provided for patients.

The total income received from the NHS before expenses in 2008/9 was £515,207. The sum spent on drugs prescribed by the Marston Medical Centre in 2008/9 was £19,825.

Please see Part III for a link to the document titled "Statement of Fees and Allowances payable for General Medical Practitioners in England". Please apply to the Department of Health for information on costs and the formats this is available in.

There may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes under the Act has taken the view that it may be prejudicial to the conduct of the Practice's affairs.

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

Guidance and information leaflets

Information leaflets relating to the clinical services and health services that we provide for patients and the public, and our range of regular publications are freely available at the surgeries, in the reception areas. Alternatively, please contact:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY  
0844 477 3870

#### **5. Complaints**

Policies, procedures and contacts for complaints

If you wish to make a complaint about any aspect of our service, you should first contact:

Ms Wendy Greenberg  
Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
Oxfordshire  
OX3 0LY  
0844 477 3870

The complaints policy for our practice can be obtained at a cost of £15 in hardcopy from:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
OX3 0LY  
0844 477 3870

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

General policies and procedures in use within the practice. These include (but are not restricted to) data protection, prescribing and prescription, zero tolerance and health and safety.

We have policies available on the following:

- complaints (£ 15)
- data protection (£ 0 – in practice leaflet)
- health and safety (£ 15)
- removal of patients from the practice list (£ 0 – in practice leaflet)

Each of the above is available in hardcopy. If you would like a copy, please contact:

Practice Manager  
Marston Medical Centre  
24 Cherwell Drive  
Oxford  
OX3 0LY  
0844 477 3870

### **7. This publication scheme**

In this class we will publish any changes we make to this publication scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management generally in the practice. We will also publish any proposed changes or additions to publications already available.

#### **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) Leaflets and brochures – free of charge for leaflets or booklets on, for example, services we offer to the public. A list is available in Class 4.
- b) Printed copies or other bound paper copies, or in some cases a CD-ROM, or other mediums are for charge as in our publication lists available from Practice Manager, 24 Cherwell Drive, Oxford, Oxfordshire, OX3 0LY, 0844 477 3870
- c) E-mail will be free of charge unless it says otherwise. Postage will be charged if a request is made for the material to be supplied by post.

The charges will be reviewed regularly.

### **Part III: Useful Resources**

#### **Websites:**

- Oxfordshire Primary Care Trust  
[www.oxfordshirepct.nhs.uk](http://www.oxfordshirepct.nhs.uk)
- Information Commissioner

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

- Lord Chancellors Department  
[www.lcd.gov.uk](http://www.lcd.gov.uk)
- NHS Freedom of Information  
[www.ico.gov.uk](http://www.ico.gov.uk)
- General Medical Council  
[www.gmc-uk.org](http://www.gmc-uk.org)

**Publications:**

- NHS Openness Code  
[www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)  
[www.doh.gov.uk/nhsexec/codeannx.htm](http://www.doh.gov.uk/nhsexec/codeannx.htm)
- FOI Act 2000  
[www.hmso.gov.uk/acts/acts2000/20000036.htm](http://www.hmso.gov.uk/acts/acts2000/20000036.htm)
- Code of Practice under Section 45 FOI Act 2000  
[www.lcd.gov.uk/foi/codepafunc.htm](http://www.lcd.gov.uk/foi/codepafunc.htm)
- Code of Practice under Section 46 FOI Act 2000  
[www.lcd.gov.uk/foi/codemanrec.htm](http://www.lcd.gov.uk/foi/codemanrec.htm)
- Statement of Fees and Allowances payable for General Medical Practitioners in England  
[www.doh.gov.uk/pricare/fees.htm](http://www.doh.gov.uk/pricare/fees.htm)

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