

## **BRITISH MEDICAL ASSOCIATION MODEL PUBLICATION SCHEME FOR GENERAL PRACTITIONERS IN SCOTLAND**

Welcome to the **OLD MACHAR MEDICAL PRACTICE** General Practitioner's Publication Scheme. This is a guide to the General Practitioners' (who practice together) within the partnership/single practice Publication Scheme as required under section 23 of the Freedom of Information (Scotland) Act 2002.

### ***The Partners of the Practice are:-***

<b><i>Dr T.N.N. MacLeod</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr A.R. McKay</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr I.R. Affleck</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr R.J.G. Stewart</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr A.S.M. Sneddon</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr D.O. Cooper</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr N.C. Grant</i></b>	<b><i>Full time partner</i></b>
<b><i>Dr D. Wearden</i></b>	<b><i>Full time partner</i></b>

### **Introduction**

- Under Section 23 of the Freedom of Information (Scotland) Act 2002 (The Act), a 'public authority', which is defined as including General Practitioners, must prepare a publication scheme setting out the information it routinely makes publicly available. The British Medical Association Model Publication Scheme for General Practitioners in Scotland has been approved by the Scottish Information Commissioner who is responsible for promoting and enforcing the Act. In addition we have to review the scheme from time to time.

This Publication Scheme is a complete guide to the information routinely made available to the public by **Old Machar Medical Practice**. 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. In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in:

- Allowing public access to information we hold; and
- The publication of reasons for the decisions we make.

### **Freedom Of Information Contact Details**

#### **The Model Publication Scheme**

Overall responsibility for the Model Publication Scheme developed by the British Medical Association for adoption by General Practitioners in Scotland rests with the British Medical Association. This Model Publication Scheme will be subject to review by the British Medical Association and we welcome

comments. Electronic copies of this Model Publication Scheme may be downloaded from the Scottish General Practitioners pages of the British Medical Association website at [www.bma.org.uk](http://www.bma.org.uk) or paper copies will be available on written request to the Secretary of the Scottish General Practitioners Committee of the British Medical Association. The point of contact for further information or comments relating to the Model Publication Scheme is:

**Ms Carrie Young**  
**Secretary**  
**Scottish General Practitioners Committee**  
**British Medical Association**  
**14 Queen Street**  
**Edinburgh**  
**EH2 1LL**

**Tel: 0131 247 3000**

**Fax: 0131 247 3001**

Copies of the scheme adopted by a practice /general practitioner should be obtained directly from that practice.

#### **Practice information under the scheme**

Our General Practice has formally adopted the British Medical Association Model Publication Scheme for General Practitioners in Scotland and can be viewed on our website ([www.oldmachar.co.uk](http://www.oldmachar.co.uk)). Paper copies of the Publication Scheme can be obtained by making a written request to the person named below. For all enquiries relating to practice information, which is contained in this scheme please contact:

**Mrs Margaret Mackie**  
**Practice Manager**  
**Old Machar Medical Practice**  
**526 King Street**  
**Aberdeen**  
**AB24 5RS**

**Telephone Number 0845 337 0510 Fax Number 01224 846999**

**Email:- [administrator@oldmachar.grampian.scot.nhs.uk](mailto:administrator@oldmachar.grampian.scot.nhs.uk)**

**Website:- [www.oldmachar.co.uk](http://www.oldmachar.co.uk)**

## Feedback

The details above are also the contact details should you have any comments about the operation of the Publication Scheme, or how we have dealt with your request for information from the Scheme.

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1 January 2005, when the general right of access comes into force, there will be a formal appeal mechanism to deal with situations where information is withheld. Further details on this will be available on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) before this date.

## Freedom Of Information enquiries should be addressed to:

Kevin Dunion OBE  
Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Tel: 01334 464610  
enquiries@ itspublicknowledge.info      [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

## Your rights to information

- The Freedom of Information (Scotland) Act 2002 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 the General Practice will be obliged to respond to requests about recorded information that it holds. The Act creates a right of access to that information, subject to certain exemptions listed in the Act.
- New environmental information regulations will be introduced in January 2005. These will enable similar access to environmental information as under the Freedom of Information (Scotland) Act 2002.
- Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you and you can contact **Mrs Margaret Mackie, Practice Manager, old Machar Medical Practice, 526 King Street Aberdeen AB24 5RS** to do this.

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

The information within each Class is either downloadable from the practice website ([www.oldmachar.co.uk](http://www.oldmachar.co.uk)) or in hard copy format by making a written request to **Margaret Mackie, Practice Manager, 526 King Street, Aberdeen AB24 5RS.**

### **Other formats/accessibility of information**

Where possible the practice will take all reasonable steps to endeavour to meet requests to provide information in accessible formats.

## **CLASSES OF INFORMATION**

Section 23(2)a of The Freedom of Information (Scotland) Act 2002 states that a publication scheme must specify the classes of information which authorities publish or intend to publish under the scheme. The Scottish Information Commissioner has clarified in guidance on publication schemes (under paragraph 6) that 'class' can be defined as 'a group of information having one or more common characteristics, such as the subject or source of origin.' The Scottish Information Commissioner's guidance also notes that 'a class of information is not the same as the actual documents which will appear in the class, although in certain cases it is possible that a class will only contain one document.'

All information at the **Old Machar Medical Practice** is held, retained and destroyed in accordance with NHS guidelines. Our commitment to publish information excludes any information, which can legitimately be withheld under the exemptions set out in the Freedom of Information (Scotland) Act 2002. Where individual classes of information are subject to exemptions, the main reasons for this relate to the protection of commercial interests and personal information under the Data Protection Act 1998. Consequently, we may withhold information if its disclosure would breach confidentiality or seriously prejudice the commercial interests of any person or organisation. We may also withhold information, which is personal information under the Data Protection Act 1998. In these cases, we will indicate why the information is being withheld. If you wish to complain about information which is being withheld from you, please read the Complaints section below and also refer to the previous 'Feedback' paragraph in this Model Publication Scheme, as this gives the contact details of a senior person in the practice who has overall responsibility for the operation of the scheme. This applies to all Classes within the Publication Scheme.

The information in this Scheme is grouped into the following classes:

## 1. Who we are

Old Machar Medical Practice is part of NHS Grampian and provides General Medical Services to patients. All staff are employed by the partners of Old Machar Medical Practice whilst attached staff (eg health Visitors, Health Assistants, District Nurses, Midwife, Pharmacist, Substance Misuse Counsellors) are employed by NHS Grampian. Our Occupational Therapist and Care manager are employed by Aberdeen City Council and are based at the practice under the Joint Futures Project, parties to this project are Aberdeen Community Health Partnership and Aberdeen City Council.

### **CLINICAL STAFF: - Doctors**

Dr T.N.N.MacLeod	Partner
Dr A.R. McKay	Partner
Dr I. R. Affleck	Partner
Dr R.J.G. Stewart	Partner
Dr A.S.M. Sneddon	Partner
Dr D.O. Cooper	Partner
Dr N.R. Grant	Partner
Dr D.J. Wearden	Partner
Dr K. McLeish	Salaried General Practitioner
Dr Z. Taylor	GP Retainer
Dr M. Morley	GP Registrar

### **CLINICAL STAFF: - Nursing**

Nurse Co-ordinator	1 x FT(full time)
Practice Nurses	7 = 4.12WTE(whole time equivalent)

### **ADMINISTRATIVE STAFF: -**

Management	2 x FT
Secretarial Staff	2 = 1.7 WTE
Clinical Co-ordinators	3 = 2.49 WTE
Admin Assistant	1 = 0.7 WTE
Reception Staff	11 = 9.3 WTE

### **Clinical Attached Staff – NHS Grampian Employed**

District Nursing Staff	6 = 4.6 WTE
Community Nursing Staff	3 = 2.3 WTE
Health Visitors	4 = 2.7 WTE
Midwife	1 = 0.3 WTE
Substance Misuse Counsellor	2 = 0.3 WTE
Practice Pharmacist	1 = 0.2 WTE

### **Non-Clinical Attached Staff – Aberdeen City Council Employed**

Care Manager	1 = 1WTE
Occupational Therapist	1 = 1WTE

The NHS is a very large part of the public sector. A full list of local General Practices can be found on the **Grampian NHS Board website [www.gpct.org.uk/gp/](http://www.gpct.org.uk/gp/)**. The **Old Machar Medical Practice** provides general medical services for most areas within the city of Aberdeen, the urban area of Bridge of Don and north to include the rural areas of Potterton, Belhelvie & Balmedie.

The practice leaflet and our website also contain the information which is contained within the Model Publication Scheme. Copies of our practice leaflet are available in our waiting areas; our website address is [www.oldmachar.co.uk](http://www.oldmachar.co.uk)

## **2. Services available from the Practice**

From April 2004 the way in which GP practices provide their services has changed. Each service is divided into a different category. All GP's must provide essential services, however the range of additional and enhanced services that practices provide will differ.

### **Essential Services**

All GP practices are contracted to provide "essential services", that is, basic treatment of ill people.

### **Additional Services**

Old Machar Medical Practice also provides the following "additional services":

- Child health surveillance, together with the Health Visiting team
- Contraceptive services including general contraceptive advice, oral contraceptive pills, contraceptive injections and implant fitting, and IUCD (coil) insertion.
- Maternity services in the ante-natal and post-natal period, together with the midwives from the Aberdeen Maternity Hospital
- Routine immunisation of children, together with the Health Visiting team
- Immunisation for adults in relation to travel. (NOTE: Not all travel immunisations are available on the NHS, please ask our practice nurse for details).
- Cervical smears
- Occasional Cryotherapy Clinics: Freezing of various small skin lesions.
- Minor Surgery Clinics: for the removal of various small skin lesion.

### **Enhanced Services**

We also hold contracts with NHS Grampian for the following "enhanced services":

- An annual flu immunisation programme to protect the elderly and at risk
- Regular monitoring, by blood and urine tests, for patients on a range of drugs for arthritis and bowel problems
- Regular monitoring, by blood tests for patients on warfarin.
- Annual comprehensive reviews for patients with heart disease
- Annual comprehensive review for patients with diabetes.
- A methadone substitution programme for patients with drug abuse problems (NOTE: this service is run via DPS administration)

GP's place paramount importance on service and your expectations to provide you with optimum health care and treatment. To this end, we need accurate personal information from you, which we review regularly for changes in circumstances. To ensure that you receive the best possible care and that we can all work together for your benefit, there may be occasions when we need to share some information about you with others.

Everyone working for NHS Grampian or collaborative organisations (e.g. social work) receiving information from us has a professional and legal duty to keep information about you confidential. The main reasons for which your information may be shared are:-

- Providing you with health care and treatment.
- Looking after the health and social welfare of the general public.
- Ensuring that our services can meet patients needs in the future.
- Helping staff review care provided, thus ensuring the highest standard
- Training and educating staff (consent will always be obtained first).
- Investigating complaints or legal claims.
- Statistical analysis and research (you will NOT be identified in any published results or papers without prior consent).
- Preparing statistics on performance and activity (steps are taken to ensure you cannot be identified).

### **Practice Premises and Opening Times**

The practice is open for telephone access

#### **King Street Surgery:-**

Monday	8am – 6pm
	8am – 8pm every alternative week
Tuesday – Thursday	8am – 6pm
Friday	8am – 5.45pm.

#### **Jesmond Surgery**

Monday	8am – 8pm
Tuesday – Thursday	8am - 6pm
Friday	8am – 5.45pm

The doors of the premises open at 8.15am daily.

Consulting times are varied in order to meet the needs of our patients. The practice participates in Protected Learning Time sessions which are designed to meet the development needs of all members of the Primary Health Care Team. There are five of these sessions this year; dates are displayed in each surgery. On these days the practice will close at 1pm. Emergency medical cover is provided by the out of hours service as described below.

- ***Out of hours cover***

NHS 24 and G-Meds provide this service, out with the practice opening times. The service can be contacted by telephoning the normal surgery numbers; your call will be then be diverted direct to NHS 24.

- This practice aims to take into account NHS Quality Improvement Scotland standards and guidance, SIGN guidelines relevant to general practice and the Scottish Government Health Department service strategies and frameworks.
- Practitioners are registered with the General Medical Council and follow the standards and good medical practice guidelines laid down by the GMC, including the requirements set out in the GMC guidance 'Duties of a Doctor'.
- This practice has met RCGP Scotland Practice Accreditation Standards
- This is an approved training practice

## **2. Financial and funding information**

Funding details and charging policies.

We received **£ 1,859,397** from NHS sources during our financial year ended 31<sup>st</sup> April 2008. We make no charge for NHS services. Most of the services provided within the practice are free to patients under the NHS. However this does not cover examinations for special purposes e.g. fitness to drive, or to undertake certain sports; the completion of forms such as insurance reports, holiday cancellations or sickness insurance, private medical insurance or some travel immunisations are not part of the requirements of NHS services and therefore a charge may be levied. Staff will advise you of the costs that these may incur. For the year ended 31<sup>st</sup> March 2008, the sum spent on drugs prescribed by OLD MACHAR MEDICAL PRACTICE was **£(Gross Ingredient Cost)**.

## **4. Regular publications, promotional and advisory leaflets**

Practice Leaflet, practice website. Patient information leaflets are available in paper copy in the waiting areas.

## **5. Complaints Policy**

This practice follows the NHS Complaints procedure and follows a strict protocol when dealing with all complaints. Mrs. Margaret Mackie our Practice Manager co-ordinates the complaints on behalf of the practice. Details of our Complaints procedure is available in the practice leaflet or on the practice website.

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

General policies and procedures in use within the practice and appropriate policies, which inform decision making processes within the practice, which are of importance to the public. These include, but are not restricted to, data protection, prescribing and prescription, health and

safety. We make changes to our services on the basis of instructions received from the NHS Board.

### **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 in some cases there may be a charge. The charges will vary according to how information is made available. Charges are as follows:

**[a)** Via the Practice website ***www.oldmachar.co.uk*** 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 printout as on the website would be available by post from ***Mrs Margaret Mackie*** or by personal application at the ***Old Machar Medical 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 photocopying and postage. 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 on general health and well-being are provided free of charge. These are on display in the waiting areas and can be collected during opening hours.

**c)** Information provided via e-mail will be free of charge.

**e)** Where information is available subject to a fee, such as the charge per sheet of photocopying the fee will be charged as per the recommended fees published in the Med-economics publication. The practice will, wherever possible, let people making the request for such information know in advance how much a document would cost, taking into account any total copying charges for the document. The charges will be reviewed regularly and this scheme updated.

### **Useful Resources**

Web sites:

[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

This is the web site of the Scottish Information Commissioner.

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

This is the web site of the Information Commissioner.

<http://www.scotland.gov.uk/Topics/?pageID=198>

This is the Scottish Executive Freedom of Information web site.

[http://www.show.scot.nhs.uk/confidentiality/information\\_commissioner.htm](http://www.show.scot.nhs.uk/confidentiality/information_commissioner.htm)

This is the NHS Scotland Confidentiality and Data Protection web site.

## **Publications**

- FOI (Scotland) Act 2002  
<http://www.hmso.gov.uk/legislation/scotland/acts2002/20020013.htm>
- FOI (Scotland) Act 2002 - Section 23: Publication Scheme and Section 24: Model Publication Scheme  
<http://www.hmso.gov.uk/legislation/scotland/acts2002/20013--b.htm#23>
- Code of Practice to FOI (Scotland) Act 2002  
<http://www.hmso.gov.uk/legislation/scotland/acts2002/20013--g.htm#60>
- Scottish Health on the Web  
[www.show.scot.nhs.uk](http://www.show.scot.nhs.uk)
- Comprehensive information on the General Medical Services contract, including contract documentation can be found at the Scottish Executive Health Department Pay Modernisation website  
<http://www.show.scot.nhs.uk/sehd/paymodernisation/pages/GMservicesContract.htm>
- Comprehensive information on the General Medical Services contract, including contract documentation can be found on the following BMA web pages:  
<http://www.bma.org.uk/ap.nsf/Content/Hub+GPC+contract>  
<http://www.bma.org.uk/ap.nsf/Content/Hub+gpc+SC>

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The Queen's Printer for Scotland has prepared guidance for public authorities on copyright. The guidance is aimed at Crown bodies but also covers other types of authorities. It is available at: [www.oqps.gov.uk/foi/guidance.htm](http://www.oqps.gov.uk/foi/guidance.htm)

For HMSO Guidance Notes see [www.hmso.gov.uk/guides.htm](http://www.hmso.gov.uk/guides.htm) or alternatively these may be accessed via [www.tso.co.uk](http://www.tso.co.uk)