

The Green House Surgery

**Information available from The Green House Surgery (*providing medical services under contract to the NHS*) 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<br>(e.g. hard copy, website)  | Cost       |
|--|---|------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> | <p>Practice leaflet<br/>Website</p>   | <p>FOC</p> |
| <p>Doctors in the practice</p>   | <p>Dr Davidson (GP Partner)<br/>Dr Barker (GP Partner)<br/>Dr Cowser (GP Partner)<br/>Dr Woolder (GP Partner)<br/>Dr Houldsworth (GP Partner)<br/>Dr Claritas (Salaried GP)</p>   | <p>N/A</p> |
| <p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p>  | <p>The Green House Surgery<br/>Redcar Primary Care Hospital<br/>West Dyke Road<br/>TS10 4NW<br/>Tel: 01642 475157<br/>Fax: 01642 470885<br/>Email: <a href="mailto:rc-pct.greenhouse-surgery@nhs.net">rc-pct.greenhouse-surgery@nhs.net</a></p> | <p>N/A</p> |

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| Opening hours  | Practice leaflet<br>Website  | FOC |
| Other staffing details   | Practice leaflet   | FOC |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum<br/>Total cost to the PCT/LHB/HSSB of our contracted services.<br/>Audit of NHS income</p> | <p>Our list of fees for services are available upon request to the Management Partner</p> <p>Some of our financial information may be protected under competition law.</p>   |     |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum<br/>Plans for the development and provision of NHS services</p>   | <p>We hold a contract for Personal Medical Services which outlines our service provision, linked objectives and targets.</p> <p>In addition we hold several Enhanced Service contracts for targeted service provision (e.g. patients who require Anticoagulation monitoring)</p> <p>We work to achieve higher targets in the National Quality and Outcomes Framework</p> <p>We consistently achieve National access targets.</p> <p>We frequently carry out audits, with the assistance of the Primary Care Informatics Team</p> |     |

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| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum<br/>Records of decisions made in the practice affecting the provision of NHS services</p>  | <p>Decisions are made at Partners meeting which are generally held fortnightly and are minuted.</p>                                     | <p>Variable – an estimate of cost can be provided upon request of information</p> |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only (mark “not held” against any policies not actually held)<br/>Policies and procedures about the employment of staff<br/>Internal instructions to staff and policies relating to the delivery of services</p> |   |   |
| <p>Equality and diversity policy</p>  | <p>As a small business we do not have a formal policy, however, we ensure our recruitment practise complies with UK Employment law.</p> |   |
| <p>Health and safety policy</p>   | <p>We have several policies available. Please ask the Management Partner for further details.</p>                                       | <p>Variable – an estimate of cost can be provided upon request of information</p> |
| <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>   | <p>Yes.</p>   | <p>FOC</p>  |
| <p>Records management policies (records retention, destruction and archive)</p>   | <p>Yes.</p>   | <p>£20</p>  |
| <p>Data protection policies</p>   | <p>These are detailed within the complaints form, a copy of which is available at our reception desk or by visiting our</p>             | <p>FOC</p>  |

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|  | website:<br><a href="http://www.thegreenhousesurgery.co.uk">www.thegreenhousesurgery.co.uk</a>   |   |
| Policies and procedures for handling requests for information  | Yes  | £20   |
| Patients' charter  | Included in the practice leaflet and on the website  | FOC   |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only<br/>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>  | Patient list, disease registers, registers of at risk patients. All patient identifiable information within our registers is protected by the NHS code of patient confidentiality. | Variable – an estimate of cost can be provided upon request of information        |
| <p><b>Class 7 – The services we offer</b><br/>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</p> <p>Current information only<br/>The services provided under contract to the NHS<br/>Charges for any of these services<br/>Information leaflets<br/>Out of hours arrangements</p> | Practice leaflet<br>Website<br>Available upon request to the Management Partner  | FOC<br>Variable – an estimate of cost can be provided upon request of information |