

THE ADAM PRACTICE
FREEDOM OF INFORMATION

This document covers information available from The Adam 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 (e.g. hard copy, website)	Cost
<p>Class 1 - Who we are and what we do</p> <p>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:</p> <p style="padding-left: 40px;">Mrs Christina Cleworth - Practice Business Manager The Adam Practice 306 Blandford Road Hamworthy Poole BH15 4JQ Tel: 01202 673159 Fax: 01202 677050</p> <p>The Adam Practice is an independent contractor to NHS England. The full address of the Local Area Team is:</p> <p>NHS England (Wessex) Oakley Road Southampton Hampshire SO16 4GX Tel: 023 8029 6914</p> <p>The Adam Practice provides General Medical Services for patients within our Practice boundary which covers areas of Poole, Hamworthy, Upton and Lytchett Matravers; a copy of our Practice boundary is available on our website or for viewing at each of our surgeries and is included in our Practice Leaflet.</p>	<p>Practice Leaflet or downloadable from the practice website www.adampractice.co.uk or available in hard copy from the Patient Services Manager.</p>	No

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This practice aims to follow National Institute for Health and Clinical Excellence (NICE) and National Service Framework Guidelines. Copies of these can also be found on the NICE Website or the Department of Health Website.

This practice adheres to the National General Medical Services contract. Some information will be withheld, including personal, confidential information about individuals, which is protected by the Data Protection Act 1998.

Doctors in the practice

Hamworthy: Dr A Mowbray; Dr T Owen; Dr G A Moyse; Dr S Neave; Dr J Webb; Dr E Saunders, Dr R Carron, Dr E Neville-Smith

Poole: Dr P J Seal (Executive Partner); Dr B Oxley, Dr D Webb, Dr C Stead, Dr K Fawkner, Dr R Carron, Dr A Maharaj

Upton: Dr C E Powell; Dr J A Ray; Dr P Moore; Dr C E Poon; Dr M Manicksavagom, Dr A Maharaj

Heath Cottage: Dr N Britton (Executive Partner); Dr A Linley-Adams (Senior Partner), Dr R Carron

Contact details for the practice

www.adampractice.co.uk or email: theadam.practice@dorset.nhs.uk

Hamworthy Surgery: Telephone: 01202 679234

Poole Surgery: Telephone: 01202 676111

Upton Surgery: Telephone: 01202 622339

Heath Cottage Surgery: Telephone: 01202 632764

Practice Business Manager: Christina Cleworth

Patient Services Manager: Lisa Fall

IT & Data Manager: Chris Johnson

The Practice also employs;

- . Nursing staff including – Nurse Manager, Nurse Practitioners, Practice Nurses and HCA's
- . Administration staff including Patient Services Clerks, Receptionists, Administration and Secretarial staff.

Email:
christina.cleworth@dorset.nhs.uk

lisa.fall@dorset.nhs.uk

chris.johnson@dorset.nhs.uk

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Opening hours

The Practice opening times are as follows:

Hamworthy Surgery: Monday – Friday 8:00am – 6:30pm
Extended Opening; Monday & Tuesday to 8:00pm

Poole Surgery: Monday – Friday 8:00am – 6:30pm
Extended Opening; Monday & Thursday to 8:00pm

Upton Surgery: Monday – Friday 8:00am – 6:30pm
Extended Opening; Monday & Wednesday (Alt) to 8:00pm

Heath Cottage Surgery: Monday – Thursday 8:00am – 6:30pm
Friday 8:00am – 4:00pm
Extended Opening; Tuesday (alt) & Wednesday to 8:00pm

Practice Leaflet or on the practice website
www.adampractice.co.uk
or available in hard copy from the Patient Services Manager.

Other staffing details

Individuals can request an interpreter by contacting Reception who will arrange via the CCG.

The following GPs have special clinical interests:

Dr G A Moyses Respiratory Medicine, Sports Injury + GP Trainer

Dr S M Neave Mental Health, Obstetrics, Gynaecology\Family Planning + GP Trainer

Dr A G H Mowbray Respiratory Medicine & Health Promotion + GP Trainer

Dr J N Webb Cancer, Obstetrics, Gynaecology & Family Planning

Dr E Saunders Diabetes & Dermatology

Dr T Owen Palliative Care

Dr R Carron Family Planning & Paediatrics

Dr E Neville-Smith Obstetrics, Gynaecology and Family Planning

Dr P J Seal Dermatology + GP Trainer

Br B A Oxley Diabetes + GP Trainer

Dr D Webb Sports, Exercise and Musculoskeletal medicine and minor surgery

Dr C Stead Family Planning, Gynaecology and Child Health

Dr K Fawcner Child Health, Gynaecology & Family Planning

Dr C E Powell Paediatrics + GP Trainer

Dr J A Ray Obstetrics, Gynaecology & Family Planning

Dr P Moore Primary Care Research

Dr N Britton Diabetes + GP Trainer

Dr A Linley-Adams Obstetrics, Gynaecology & Family Planning

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Class 2 – What we spend and how we spend it

The Practice will provide details of the total income received from NHS England for the main categories of income on request.

Total cost to NHS England of our contracted services.

Please note that 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.

The Adam Practice receives money from NHS England according to its contract in exchange for services provided for patients.

The total amount of income received from the NHS before expenses in calendar year 2015 was £4,811,856; 2014 was £4,620,516; 2013 was £4,526,235; 2012 was £4,253,448; 2011 was £4,156,948 and in 2010 was £4,322,674.

In hard copy from the Practice Business Manager

No

Class 3 – What our priorities are and how we are doing

- To optimise the health of all of our patients within defined financial parameters. To promote self-care and patient education.
- A copy of the PPG Report 2015-16 is available to the public.
- There is a national NHS Plan that explains how the NHS is changing and sets out how the different parts function and work together. A copy is available on the Department of Health Website.

Via the practice website www.adampractice.co.uk
A hard copy can be viewed at Reception.

No

Class 4 – How we make decisions

The practice makes decisions in accordance with the partnership. The Practice holds monthly Practice & Surgery Meetings, quarterly Clinical Meetings and regular staff meetings.

No

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<p>Class 5 – Our policies and procedures Cervical Screening Safeguarding Children Protocol IT Contingency Plan Complaints Protocol & Leaflet * Business Continuity Information Governance Infection Control Health and Safety Identification of Carers Patient’s Charter * Pre Conception Advice NHS Zero Tolerance * Access to Medical Records * Removal of Patients from the Practice List</p>	<p>Hard Copies available from the Patient Services Manager Marked (*) patient policies are available via our website</p>	<p>At cost</p>
<p>Policies and procedures about the employment of staff Adoption Policy Age Discrimination Policy Annual Leave Policy Bullying & Harassment Policy Chaperone Policy Disciplinary & Grievance Policy Drugs Misuse Dependants Leave Policy Equal Opportunities Policy Paternity Policy Recruitment Policy Sickness Absence Policy Uniform Policy Whistleblowing Policy</p>	<p>Hard Copy available from the Patient Services Manager</p>	<p>At cost</p>

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Policies and procedures for handling requests for information

This publication scheme will be reviewed and updated regularly.

In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about The Adam 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 1st January 2005 it obliges the Adam 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. 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 the Patient Services Manager to do this. (A statutory fee will be payable). A patient policy on how this can be done is also available via our website.

All information at The Adam 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.

Available in hard copy from the Practice Business Manager

No

Patients' charter

Patients' rights and responsibilities included in the practice leaflet and patients charter

Available in hard copy from the Patient Services Manager or via the Practice website.

No

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list – Not held

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Class 7 – The services we offer

Service	In partnership with...
Baby Imms clinic	Nurses
Cervical cytology	Doctors and Nurses
Child health surveillance	Doctors and Nurses
Contraceptive services	Doctors and Nurses
Counsellor	In-house Counsellor
Cryotherapy Clinics	Doctors and Nurses (Poole surgery – available to all our patients)
Diabetic retinopathy	In house Ophthalmology Service
District Nurse services	District Nurses employed by Dorset Health University Foundation Trust (DHUFT)
Flu vaccination clinics	Doctors and Nurses
Health promotion clinics	Doctors and Nurses
Immunisations	Doctors and Nurses
Maternity medical services	Midwives employed by Poole Hospital NHS Foundation Trust
Minor surgery services	Doctors
Travel Vaccination Clinics	Nurses
Well Woman Clinic	Doctors and Nurses

The services provided under contract to the NHS – as per the GMS contract

Available from the Department of Health website

Charges for any of these services

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 Adam Practice will make a reasonable charge for providing information. The charges will vary according to how the information is made available but will include staff time; administration costs; printing or photocopying costs; postage and any other out of pocket expenses incurred by the Practice in the provision of this information. Charges will be advised upon receipt of the request and must be agreed before the information is provided.

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As a general guide, charges are as follows:

1. Via the *General Practice/NHS England Web Site* – 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 the IT & Data Manager, or by personal application at The Adam Practice. However, requests for *multiple printouts*, or for archived copies of documents that are no longer accessible or available on the web, may attract a charge for the retrieval.

We will not provide printouts of other organisation’s websites.

2. *Leaflets and brochures* - Free of charge for leaflets or booklets on, for example, services we offer to the public.
3. “*Glossy*” or *other bound paper copies, CD Rom, video or other mediums*, might incur a ‘hire’ charge, which will be passed on.
4. E-mail will be free of charge unless it says otherwise.

The charges will be reviewed regularly.

Information leaflets

The following information is published that relates to the clinical services provided by the Practice for patients and the public:

Practice Leaflet
Practice Internet Website.

The Practice also holds information leaflets provided by outside agencies. Contact Reception for details of these. (If a specific leaflet is not held, we will refer you to the publisher).

Available in hard copy from the Patient Services Manager

No

Out of hours arrangements

Outside practice normal working hours phone SWAST for Dorset Out of Hours service.
Tel: 111