

Freedom of Information Publication for General Practice

Welcome to the Sutton Manor Surgery General Practice Scheme.

This is a guide to the surgery publication scheme as required by the Freedom of Information Act 2000. This scheme recognises members of the public are entitled to request information.

How much will it cost?

Whilst the publication is free of charge there may be a cost for photocopying surgery policies and procedures at 30p per sheet and administrative charge of £10.00.

How is the information made available?

The information within each class is available on the surgery website www.suttonmanorsurgery.nhs.uk, in hard copy or upon personal application from the Practice Manager, Sutton Manor Surgery, St Ives Close, Bransholme, Hull, HU7 4PT. All requests for information will be responded to within 20 working days. Requests must be in writing including the name and address for the correspondence and a clear description of the information.

Exemptions:-

The practice is not obliged to comply with vexatious requests of repeated substantially similar requests from the same person.

There may be some circumstances where material cannot be released because it is confidential or commercial, eg Personal data; security; confidentiality and where information is accessible by other means.

Under the Data Protection Act, patients are also entitled to access their clinical records. Patients can enquire how to do this by contacting the Practice Manager.

Class 1 – Who we are and what we do, available on the website and practice leaflet

Information to be published	How the information can be obtained (hard copy/website)	Cost
Partners	Dr Lisa Marshall Dr Amy Oehring Dr Charles Prowde	Free
Salaried	Dr Kate Thomas Dr Stephanie Lomax Dr Stephen Opare	
GP Registrar	On rotation – Yorkshire & Humber Postgraduate Deanery	
Foundation Doctors	On rotation – Yorkshire & Humber Deanery	
HYMS Year 1,2 and 5	Medical Students On rotation from Hull York Medical School	
Contract details for the practice	Tel: 01482 826457 www.suttonmanorsurgery.nhs.uk	Free
Opening Hours	Monday-Friday 8.00-6.30pm Out of Hours Telephone 111	Free
Other staffing details	Practice Manager Mr Gary Hunter Further staff details available on request	Free

Class 2 – What we spend and how we spend it

Total cost to the NHS England of our contracted services	Available on request from Practice Manager	Costs as stated
Total prescribing costs	Available on request from Practice Manager	Costs as stated

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

Plans for the development and provision of NHS services	Available on request from Practice Manager	Costs as stated
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Class 4 – How we make decisions

Record of decisions made in the practice affecting the provision of NHS services	Available on request from the Practice Manager	Costs as stated
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Class 5 – Our Policies and Procedures

Zero Tolerance	Available on request	Costs as stated
Internal instruction to staff and policies relating to the delivery of services	Available on request	Costs as stated
Equality and Diversity Policy	Available on request	Costs as stated
Health and Safety Policy	Available on request	Costs as stated
Complaints Procedure	Available on request	Costs as stated
Records Management Policies	Available on request	Costs as stated
Data Protection Policies	Available on request	Costs as stated
Policies and procedures for handing requests for information	Available on request	Costs as stated

Class 6 – Lists and Registers

Any publicly available register of list	Not held	N/A
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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public

The services provided under contract to the NHS	Please see our website practice leaflet	N/A
Charges for any of these NHS services		N/A
Information leaflets	Please see our website or ask at reception	N/A
Out of Hours arrangements	Please see our website or ask at reception	N/A