

Chirk Surgery

Information available from Chirk Surgery 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. It is based upon the guide provided to GPs by the ICO in December 2008.

Information to be published		How the information can be obtained	Cost
Class1 Who we are and what we do			
Doctors in the practice	Partner Partner Partner Partner Partner Partner Partner	Dr J Roberts Dr E Thompson Dr N Fox Dr N Prigg Dr S Wadsworth Dr A Bellwood Dr E Fisher	N/A
Contact details for the practice		<u>Chirk Surgery</u> Tel 01691 772434 <u>St Martins Branch Surgery</u> Tel 01691 773334 (redirected to Chirk when closed)	N/A

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Opening hours	<p><u>Chirk Surgery (not Bank Holidays)</u> Each weekday Door open 08:00 to 18:30 Phones 08:00 to 18:30</p> <p><u>St Martins Branch Surgery (not Bank Holidays)</u> Monday, Tuesday, Thursday & Friday Door open 8.30 – 12.00 Phones 08.30 – 12.00 (redirected to Chirk when closed) Wednesday Door open 8.30 – 12.00, 15.00 – 18.00 Phones 8.30 – 12.00, 15.00 – 18.00 (redirected to Chirk when closed)</p> <p><u>Out of Hours BCUHB OOH</u> 0300 123 55 66</p>	N/A
Other staffing details Website www.chirksurgery.co.uk	<p><u>Practice Manager</u> Julie Day Further details are available on request from the Practice Manager or website</p>	N/A
<p>Class 2 What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Total cost to the LHB of our contracted services.	Please contact the Practice Manager	N/A
Audit of NHS income	Please contact the Practice Manager	N/A

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Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Plans for the development and provision of NHS services	Please contact the Practice Manager	N/A
Class 4 How we make decisions (Decision making processes and records of decisions)		
Records of decisions made in the practice affecting the provision of NHS services	Please contact the Practice Manager	See Charges
Class 5 Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures about the Employment of staff	Please contact the Practice Manager	See Charges
Internal instructions to staff and policies relating to the delivery of services	Ask for details concerning the Protocol Book when contacting the Practice Manager	See charges
Equality and diversity policy	Please contact the Practice Manager	See charges
Health and safety policy	Please contact the Practice Manager	See Charges
Complaints procedures (including those covering requests for information and operating the publication scheme)	Please contact the Practice Manager	See Charges
Records management policies (records retention, destruction and archive)	Please contact the Practice Manager	See Charges

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Data protection policies	Please contact the Practice Manager	N/A
Policies and procedures for Handling Requests for Information	Please contact the Practice Manager	N/A
Patients' charter	Please contact the Practice Manager	Not Held
Data Processing Agreement – Shropshire CCG Referral Assessment Service	Refer to website or contact the Practice Manager	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None available that are not covered elsewhere within this policy	N/A
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	See the Practice website	N/A
Charges for any of these services	See the practice leaflets available in the surgery	No charge
Information leaflets	Ask at reception for a Practice or Information Leaflet	No Charge
Out of hours arrangements	Weekdays after 6:30pm and before 8:00am, Weekends & Bank Holidays contact BCUHB OOH 0300 123 55 66	N/A
Charges Enquirer must be informed about possible charges and PAY IN ADVANCE		

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For information that can be accessed via the Practice's Website, Local Health Board website or Trust's website.		N/A
For information derived from the above websites, but where the enquirer does not have internet access and needs a hard copy	For the Practice's website ONLY, the enquirer should otherwise be directed to each website owner	35p per page plus any postage
Hard copies of any information (not applicable for no charge items)	Please contact the Practice Manager	35p per page plus any postage
Requests for multiple printouts, or for archived copies of documents which are no longer accessible may attract a charge for retrieval, photocopying, postage etc.	Please contact the Practice Manager	Price on request