

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

Welcome to the Academy Medical Centre, General Practitioner's Publication Scheme. This is a guide to the General Practitioners' Drs MacCallum, Thomas and Barry (who practice together) within the partnership Publication Scheme as required under section 23 of the Freedom of Information (Scotland) Act 2002.

### **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 Academy Medical Centre. 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 as 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 for all enquiries relating to practice information which is contained in this scheme please contact:

Mrs Diane Meek  
Practice Manager  
Academy Medical Centre  
Academy Street FORFAR DD8 2HA

Tel: 01307 462316  
Email

Fax 01307 463623  
academymc.tayside@nhs.net

### **Feedback**

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:

Dr K S MacCallum  
Senior Partner  
Academy Medical Centre  
Academy Street FORFAR DD8 2HA

Tel: 01307 462316  
Email

Fax 01307 463623  
academymc.tayside@nhs.net

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.

### **FOI 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 Ethel Markowski, Practice Manager, Academy Medical Centre, Academy Street, Forfar to do this.

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

The information within each Class is available in hard copy from the Practice Manager.

### **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 Academy Medical Centre 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**

Details of the practice, organisational structures, key personnel and how we fit into the NHS.

The NHS is a very large part of the public sector. A full list of local General Practices can be found on Tayside NHS Board website at [www.nhstayside.scot.nhs.uk](http://www.nhstayside.scot.nhs.uk). The Academy Medical Centre General Practice provides General Medical Services for the patients residing in the geographical area within an approx 8 miles radius from the practice. Details of personnel and the services provided are set out in the Practice Leaflet that can be obtained from the Practice Manager or at Reception or our website [www.academymedicalcentre.co.uk](http://www.academymedicalcentre.co.uk).

### **2. Our services**

The range of services we provide under contract to the NHS and the standards we follow in delivering services to patients.

- The practice provides a range of services including child health surveillance, childhood immunisation, cervical cytology, minor surgery, ante-natal services, family planning services, well person screening and chronic disease management clinics for diabetes, asthma, hypertension and coronary heart disease. Further details of these and other services are available in the Practice Leaflet
- Some of the services provided may involve the sharing of information with other agencies (e.g. Child Protection Conferences) in line with current policy on data protection. The practice is sometimes asked to assist in research projects conducted by local Universities and Hospitals and occasionally other institutions. We vet these carefully to ensure that they are safe and worthwhile studies. All have been approved by the Tayside Committee on Medical Ethics. It is your choice whether you join or decline any study. Your decision will not influence the care you receive from us in any way.
- The practice is open Monday to Friday from 8.00am to 6.00pm. Appointments are offered at times throughout the day and further details are available in the practice leaflet.
- Out of Hours cover is provided by NHS 24 who should be contacted directly between the hours of 6.00pm and 8.00am the following morning and at weekends and on Public Holidays.
- Interpreters can be provided by Dundee Translation and Interpretation Service (Tel 01382 434910) should this be required.

- This practice provides primary medical services to the standard laid down in the NHS (General Medical Services Contracts) (Scotland) Regulations 2004 and the range of services we provide are contained within the Practice Leaflet.
- This practice aims to take into account NHS Quality Improvement Scotland standards and guidance, SIGN guidelines relevant to general practice and Scottish Executive 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 and is approved until March 2006.

### **3. Financial and funding information**

Funding details and charging policies.

We received £1,521,050.00 from NHS sources during our financial year ended June 2018.

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

The following leaflets are available from Reception:

- Travel Health Leaflet
- Cholesterol Advice
- Diabetic Advice
- Annual Newsletter
- Ear Syringing Information
- Epilepsy Advice

### **5. Complaints**

Full information on the policies, procedures and contacts for complaints is in our Patient Information Leaflet, copies of which are available at Reception.

### **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 not charge you for hard copies.

## 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.hms.gov.uk/legislation/scotland/acts2002/20020013.htm>
- FOI (Scotland) Act 2002 - Section 23: Publication Scheme and Section 24: Model Publication Scheme  
<http://www.hms.gov.uk/legislation/scotland/acts2002/20013--b.htm#23>
- Code of Practice to FOI (Scotland) Act 2002  
<http://www.hms.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)