Information available from **Radford Medical Practice** *providing medical services under contract to the NHS or to HSC Northern Ireland*) under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary medical services we provide under contract to the National Health Service or to Health and Social Care Northern Ireland.

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| **Information to be published** | **How the information can be obtained**  (eg hard copy, website) |  | **Cost** |
| **Class 1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only |  |  |  |
| Doctors in the practice | Practice Website  [www.radfordmedicalpractice.co.uk](http://www.radfordmedicalpractice.co.uk) |  | nil |
| Contact details for the practice (named contacts where possible with telephone number and email address (if used)) | Practice Website |  | nil |
| Opening hours | Practice website |  | nil |
| Other staffing details | Practice website |  | nil |
| Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded. | Upon written request to the Practice Manager  [Karen.murch@nhs.net](mailto:Karen.murch@nhs.net) |  | TBA |
| **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)  Current and previous financial year as a minimum |  |  |  |
| Details on NHS/HSC funding received by the practice.  We would expect practices to consider publishing as much information as practically possible including as much detail as possible. | Upon written request to the Practice Manager |  | TBA |
| Audit of NHS/HSC income | Upon written request to the Practice Manager |  | TBA |
| Details of expenditure items over £10,000 - published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Upon written request to the Practice Manager |  | TBA |
| List and value of contracts awarded by the practice. We would normally only expect the practice to publish details of contracts that are of sufficient size to have gone through a formal tendering process. | Upon written request to the Practice Manager |  | TBA |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to senior staff members (for the purpose of this document, senior staff are defined as partners or equivalent level), by references to categories. | Upon written request to the Practice Manager |  | TBA |
| Pay policy | Upon written request to the Practice Manager |  | TBA |
| Declaration of GPs’ NHS/HSC income.  The information made available as part of GPs’ contractual obligation to publish their net income relating to NHS/HSC contracts, once this obligation is in force. A link may be provided to the information on a third party website, and /or a description of where this information is available. | Practice Website |  | nil |
| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum |  |  |  |
| Plans for the development and provision of NHS/HSC services | Upon written request to the Practice Manager |  | TBA |
| Performance data including performance against targets | Upon written request to the Practice Manager |  | TBA |
| Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators. | Practice website |  | nil |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous year as a minimum |  |  |  |
| Records of decisions made in the practice affecting the provision of NHS/HSC services. | Upon written request to the Practice Manager |  | TBA |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only.  Here we have listed the policies we would expect practices to have. Any additional policies should also be listed.  Mark “not held” against any policies that are not actually held. |  |  |  |
| Policies and procedures about customer service | Upon written request to the Practice Manager |  | TBA |
| Internal instructions to staff and policies relating to the delivery of services | Upon written request to the Practice Manager |  | TBA |
| Policies and procedures about the recruitment and employment of staff | Upon written request to the Practice Manager |  | TBA |
| Equality and diversity policy | Practice website |  | nil |
| Health and safety policy | Practice website |  | nil |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Practice website |  | nil |
| Records management policies (records retention, destruction and archive) | Practice website |  | nil |
| Data protection policies | Practice website |  | nil |
| Policies and procedures for handling requests for information | Practice website |  | nil |
| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |  |
| We recognise that it is unlikely that GPs are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section. | None held |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). | None held |  |  |
| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)  Current information only |  |  |  |
| The services provided under contract to the NHS/HSC | Upon written request to the Practice Manager |  | TBA |
| Charges for any of these services | Practice website |  | nil |
| Information leaflets | Practice website |  | nil |
| Out of hours arrangements | Practice website |  | nil |