

Practice Publication Scheme Policy

This publication scheme is a complete guide to the information routinely made available to the public by Kingsway Dental Practice. It is a description of the information about our Dental Practice which we make publicly available. Some information is not made publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

Introduction

The Publication Scheme is required by the Freedom of Information Act 2000.

How much does it cost?

The publications are all free unless otherwise indicated. Where information is provided at a cost the charges will be calculated as set out in Class 7.

How is the information made available?

The information within each Class is either displayed on the practice website (www.gxdentalspecialist.com) or available in hard copy from Kingsway Dental Practice, 5 Kingsway, Chalfont St Peter, SL9 8NS.

Your rights to information:

In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Kingsway Dental Practice under the Code of Practice on Openness in the HPSS (1996).

The Freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organized and run, how much they cost and how the decisions are made.

From January 1st, 2005, it will oblige Kingsway Dental 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.

Revised environmental information regulations may be introduced in the future. These will enable similar access to environmental information as under the Freedom of Information Act 2000.

Under the Data Protection Act 1998, you are also entitled to access our dental records or any other personal information held about you, and you can contact Kingsway Dental Practice, 5 Kingsway, Chalfont St Peter, SL9 8NS.

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:

Mrs Alison Cruci, Practice Manager, Kingsway Dental Practice, 5 Kingsway, Chalfont St Peter, SL9 8NS.

Classes of Information

All information at Kingsway Dental Practice is held, retained and destroyed in accordance with guidance. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the Code of Practice on Openness in the HPSS 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. This applies to all Classes within the Publication Scheme. The information on this Scheme is grouped into the following broad categories:

Class 1: Who we are

Details of the practice, organizational structures, personnel and how we fit into the Health and Personal Social Services (HPSS).

Class 2: Our Services

The range of services we provide under contract to the HPSS.

Class 3: Financial and Funding Information

Funding details and charging policies.

Class 4: Regular publications and information for the public

Guidance and information leaflets.

Class 5: Complaints

Policies, procedures and contacts for complaints.

Class 6: Our Policies and Procedures

General policies and procedures in use within the Dental Practice. These include, but are not restricted to, data protection, prescribing and prescription, health and safety.

Class 7: This publication Scheme

In this Class we will publish any changes we make to this Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquiries regarding information management generally at Kingsway Dental Practice. We will also publish any proposed changes or additions to publications already available.

Class 1: Who we are

Paul Cruci / Dentist / Male / Full time

First registration with GDC – 1981 / Registration no : 56089

Qualifications: BDS, MSc, LDS, MFGDP, MGDS, DPDS, FDS, MSc

Sandra Wright / Dental Nurse / Female/ Part time

First registration with GDC - 2008 Registration no: 129293

Louise Buckle / Dental Nurse / Female / Part time

First Registration with GDC - 2008 Registration no: 133413

Alison Cruci / Practice Manager, Dental Nurse / Female / Full time

First Registration with GDC - 2008 Registration no: 132769

Class 2: Our services

Information about our services is contained in the practice's patient information leaflet which is available at Reception. The information includes:

Opening times

Arrangements for emergency care

Details of access to the practice for people with disabilities

Whether we have a dental hygienist or whether orthodontic treatment is available

Information about the care and treatment provided by the practice

Class 3: Financial information

All dental treatments for patients are carried out privately and it is our policy to give patients full information about the cost of their dental care before any treatment is undertaken. We accept payment by cheque, credit or

debit card and cash. Payment is usually made at the end of treatment although interim payments are taken for some treatments (e.g. Implants).

Class 4: Information for patients and the public

We make available British Dental Health Foundation information leaflets about:

Caring for my teeth

Gum disease

Mouth cancer

Smoking and oral health

Endodontic treatment

Copies of leaflets are available from Reception

Class 5: complaints

We have a practice complaints procedure which is on display in Reception or on the practice website :

www.gxdentalspecialist.com

Class 6: Practice policies

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

Data Protection

Data Security

Confidentiality

Health and Safety

Radiation Protection

Infection Control

Payments Policy

Equal Opportunities

Cost of Information

For the most part, information is provided free of charge.

Useful resources Websites

www.informationcommissioner.gov.uk

www.cqc.org.uk