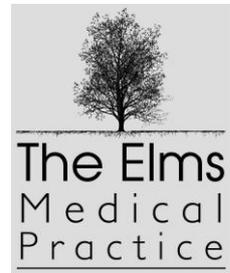


# The Elms Medical Practice

## Publication Scheme 2019



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Tel 01582 767444  
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[elmsmedicalpractice.co.uk](http://elmsmedicalpractice.co.uk)

**The Elms Medical Practice**

**5 Stewart Road**

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**Tel: 01582 767444**

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Welcome to The Elms Medical Practice's Publication Scheme. This publication scheme provides a guide to the services and practitioners who practice together within The Elms Medical Practice as required by the Freedom of Information Act 2000.

This Publication Scheme is a complete guide to the information routinely made available to the public by the GP Partners at The Elms Medical Practice. It is a description of the information about our General Practitioners and Practice that we make publicly available. It will be reviewed at regular intervals and we will monitor its effectiveness.

Dr Jackie Impey, Dr David Hemsli, Dr Julian Smith, Dr Bethan Rees,

Dr Charlotte Allam, Dr Rebecca May, Dr Ellen Sibly, Dr Vidya Kanthi

Practice Manager Sarah Brindley

## **How much does it cost?**

The publications are all free unless otherwise indicated.

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

The information within each Class is available in hard copy from the Practice Manager as indicated for each class of information, or can be downloaded from our Practice Website.

## **Your rights to information**

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about The Elms Medical Practice under the NHS Openness Code 1995.
- The Freedom of Information Act 2000 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.
- Practices are obliged 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 that have to be taken into consideration before deciding what information it can release.
- Under the General Data Protection Regulation 2018 (GDPR), you are also entitled to access your clinical records or any other personal information held about you and you can contact the Reception team at The Elms Medical Practice.

## **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 Sarah Brindley  
The Practice Manager  
The Elms Medical Practice  
5 Stewart Road  
Harpenden  
Herts  
AL5 4QA

Information covered by this scheme is only about the primary, general or personal medical services we provide under this contract to the National Health Service.

Our commitment to publish information excludes any information which can be legitimately withheld under the exceptions set out in the NHS Openness Code or Freedom of Information Act 2000

Where individual Classes are subject to exemptions, the main reasons are the protection of commercial interests and the protection of confidential personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme.

## Who are we?

The Elms Medical Practice is a seven partner practice with:

Dr Jackie Impey

Dr David Hemsli

Dr Julian Smith

Dr Bethan Rees

Dr Charlotte Allam

Dr Rebecca May

Dr Ellen Sibly

Dr Viday Kanthi

The Partners are supported by a team of staff managed by Sarah Brindley, Practice Manager  
[sbrindley@nhs.net](mailto:sbrindley@nhs.net)

Practice Nurses:

Lead Nurse – Ruth Mayo

Clare Mealey

Paula McGinnigle

Judy Sutton

Rebecca Ghermoul

Minor Illness Nurse – Elizabeth Godfrey

Physician Associate – Emma Day

We also have an Assistant Practice Manager, Data Entry Lead, Secretary Lead and Prescribing Lead (a total of 35 members of non clinical staff)

In addition we have midwives, counsellors, community matron, health visitors and district nurses attached to the surgery.

Further information regarding details of our opening hours, personnel and services can be found within the practice brochure (available at Reception) or on our Practice website.

## What do we do?

The Practice works closely with the Herts Valley Clinical Commissioning Group and provides services for patients living in Harpenden, the surrounding villages such as Redbourn, Flamstead, Markyate, Wheathampstead, Sandridge, Kimpton, Slip End, Gaddesdon and other rural areas.

The Practice aims to follow National and Local best practice guidelines, including the National Institute for Clinical Excellence and National Service Framework Guidelines.

The Elms also adheres to the NHS England national General Medical Services contract.

Every UK resident can be registered with a local GP and visits to the surgery are free.

Some information will be withheld, including personal, confidential information about individuals which is protected by the Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR).

We provide the following services under the NHS:

- General Medical care
- Cervical Cytology
- Child immunisation clinic
- Child health surveillance with Health Visitor
- Contraception (including IUCDs) Services
- Wellbeing service
- Chronic Disease management
  - Asthma
  - Diabetic
  - Hypertension
  - Cardio Vascular
  - Mental Health
  - Stroke
- District Nursing
- Dietary advice
- Drug Misuse Clinics
- ENT Specialist Clinics (now run by Communitas but hub still within practice) GPs with Special interests
- Flu Clinic
- Health Promotion
- Minor Illness
- Minor Surgery Services
- Shared Maternity Care with Midwife
- Smoking Cessation
- Well person Checks

- Phlebotomy Clinics

We also work collaboratively with other healthcare providers and support organisations to enable more patients to be treated in a primary care setting and closer to home.

## THE ELMS MEDICAL PRACTICE

### OPENING HOURS

Monday 08:00 – 20:00 (late night)

Tuesday 08:00 – 18:30

Wednesday 08:00 – 18:30

Thursday 08:00 – 18:30

Friday 07:00 – 18:30 (early morning)

Every 3<sup>rd</sup> Saturday (dates advertised)

Interpreters are available under request but notice must be given.

### GP Hours/Availability

GP	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dr Impey	-	-	AM/PM	AM	AM/PM
Dr Hemsi	AM/PM	AM/PM	AM	-	AM/PM
Dr Smith	AM/PM	-	AM/PM	AM/PM	AM/PM
Dr Rees	-	-	AM/PM	AM/PM	AM
Dr Allam	AM/PM	AM/PM	-	AM/PM	AM
Dr May	AM/PM	AM/PM	-		AM
Dr Sibly	-	AM/PM	AM	AM	PM
Dr Kanthi			AM/PM		AM/PM

### OUT OF HOURS

Our out-of-hours cover is provided by the Herts Urgent Care between the hours of 6:30pm and 8:00 am on weekdays and all day Saturday, Sunday and Bank Holidays.

If you need medical help fast but it's not life threatening, please call the NHS 111 number.

If an emergency (life threatening, serious injury or critically ill) please call 999

## **How Do We Make Decisions?**

Protocols and policies are formulated by all clinical and non clinical teams and agreed by the GP Partnership. All decisions are recorded in minutes. All procedures, policies and protocols are held on our 'Practice Intranet' and all staff are trained in their relevant areas.

We have a staff handbook which forms part of all new staff induction training explaining all areas of services and conduct expected at The Elms.

There are over 140 policies and protocols which include such things as:

Data Protection

Confidentiality

Infection Control

Care and Welfare

Health and Safety

Complaints and Significant Events

Equality and Diversity

We have a feedback page on our website and actively ask patients to use this facility to make comments on our services, including the 'Friends and Family Test'. On the NHS Choices website (link can be found through our website) details are provided about our performance and the results of the annual Patient Satisfaction survey.

## **Finance**

The Elms Medical Practice receives money from NHS England according to its contract in exchange for services provided to patients.

The total funding does not constitute a salary for the practice and business overheads are paid out of the total sum.

Information can be available from the Practice Manager on application, though some frequently used charges are displayed in the waiting room. Copies of policies in hard copy will be charged.

There may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer for these purposes under the Act has taken the view that it may be prejudicial to the conduct of the Practice's affairs.

GP Net Earnings

For the year ended 31<sup>st</sup> March 2017

NHS England Publication of Net Earnings 2016/17

All GP practices are required to declare the mean earnings (e.g. average pay) for GPs working to deliver NHS services to patients at each practice.

The average pay for GPs who worked for six months or more in the Elms Medical Practice in the last financial year was £46,376 before Tax and National Insurance. This is for 2 full time, 6 part time and 5 locum GPs.

### **Regular Publications and Information for the Public**

The following published information is available

- practice Leaflet (given to all new registering patients)
- practice website is regularly updated – [www.elmsmedicalpractice.co.uk](http://www.elmsmedicalpractice.co.uk)

All of these publications are free.

### **Cost of Information**

Much of the documentation is free of charge. A fee may be applicable for excessive requests or additional copies of a medical record or certain documents. If a fee does apply, then the practice will make reasonable charges for providing information, which will include staff time, administrative costs, copy costs, postage and any other out of pocket expenses incurred by the practice in the provision of this information. Charges will be advised upon receipt of the request and must be agreed before the information is provided. These charges will be reviewed regularly.

### **Complaints**

The Elms follows a strict protocol in line with the NHS complaints procedure.

A copy of the practice complaints procedure can be found through our website or by request at the surgery.

### **Useful Resources**

[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

This is the web site of the Information Commissioner

### **Publications**

- NHS Openness Code- [www.doh.gov.uk/nhsexec/codemain.htm](http://www.doh.gov.uk/nhsexec/codemain.htm)
- FOI Act 2000 [www.legislation.hmso.gov.uk/acts2000/2000036.htm](http://www.legislation.hmso.gov.uk/acts2000/2000036.htm)
- Statement of Fees and Allowances payable for General Medical Practitioners in England [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/147796/dh\\_112959.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/147796/dh_112959.pdf)

## Copyright

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**FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

**The Elms Medical Practice**

**Declaration Form**

Name of Public Authority:

**The Elms Medical Practice**

**5 Stewart Road**

**Harpenden**

**Herts**

**AL5 4QA**

has adopted the NHS Freedom of Information Project Board Model Publication Scheme for General Practitioners produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature: *Sarah Brindley*

Position: Practice Manager

Date: 24<sup>th</sup> May 2019

The contact details for the person / official who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Mrs Sarah Brindley

The Practice Manager

The Elms Medical Practice

5 Stewart Road

Harpenden

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Tel 01582 767444

**Reviewed SBrindley 24.5.19**