

Information available from Merepark Medical Centre under the Freedom of Information Act model publication scheme



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

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

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p>Class1 - Who we are and what we do</p>		
<p>The NHS is a very large part of the public sector. A full list of local General Practices can be found on the Central Cheshire Primary Care Trust web site.</p> <p>The practice adheres to the General Medical Services contract and employs a range of staff, including four practice nurses, a Practice Manager, and a number of secretarial, administrative and reception staff.</p> <p>The Merepark Medical Centre provides general medical services for the geographical area of Alsager, Rode Heath, Church Lawton, Lawton Heath and Oakhanger.</p>	<p>www.merepark.org.uk www.nhs.uk</p>	<p>free of charge via websites (any costs associated with internet access are not the responsibility of the practice)</p>
<p>Doctors in the practice</p> <p>Merepark Medical Centre comprises four doctors: Dr NP Rickards (full-time), Dr AD Williamson (full-time), Dr CA Daniels (full-time), and Dr HM Corcoran (part-time).</p>	<p>www.merepark.org.uk www.nhs.uk</p>	<p>free of charge via websites (any costs associated with internet access are not the responsibility of the practice)</p>
<p>Contact details for the practice (named contacts where possible with telephone number and email address (if used))</p> <p>Telephone 01270 - 275600</p>	<p>www.merepark.org.uk www.nhs.uk</p>	<p>free of charge via websites (any costs associated with internet access are not the responsibility of the practice)</p>

Opening hours				www.merepark.org.uk www.nhs.uk	free of charge via websites (any costs associated with internet access are not the responsibility of the practice)
Day	Morning	Afternoon	Evening		
Monday	08:30 AM - 12:30 PM	02:00 PM - 04:00 PM	04:00 PM – 07:30 PM		
Tuesday	08:30 AM - 12:30 PM	02:00 PM - 04:00 PM	04:00 PM - 06:30 PM		
Wednesday	08:30 AM - 12:00 PM	closed	closed		
Thursday	08:30 AM - 12:30 PM	02:00 PM - 04:00 PM	04:00 PM – 06:30 PM		
Friday	08:30 AM - 12:30 PM	03:00 PM - 04:00 PM	04:00 PM – 06:30 PM		
Saturday	closed	closed	closed		
Sunday	closed	closed	closed		
Other staffing details				www.merepark.org.uk www.nhs.uk	free of charge via websites (any costs associated with internet access are not the responsibility of the practice)

<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> <p>Current and previous financial year as a minimum</p>		
<p>Total cost to the PCT/LHB/HSSB of our contracted services. 2006-7 £3,343,613.00 2007-8 £3,552,357.00 2008-9 £4,406,758.16 2009-10 £3,321,218.02 2010-11 £3,809,104.93</p> <p>These figures include practice services, hospital services and prescribing.</p> <p>Practice services are those provided at the surgery, e.g. appointments, prescriptions, home visits. Hospital Services include outpatient appointments, inpatient care and operations, and Prescribing includes the costs of all items prescribed to patients on NHS prescriptions, including drugs, vaccines and dressings.</p> <p>Audit of NHS income</p>	<p>Our NHS funding is delivered through Central and Eastern Cheshire</p> <p>If you should require further information about this, please contact them at:</p> <p>Central and Eastern Cheshire Primary Care Trust Universal House ERF Way (Off Pochin Way) Middlewich Cheshire CW10 0QJ</p> <p>01606 275303</p>	

<p>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</p>		
<p>Quality and Outcomes Framework (QOF)</p>	<p>http://www.qof.ic.nhs.uk/ http://www.gpcontract.co.uk/</p>	<p>free of charge via websites (any costs associated with internet access are not the responsibility of the practice)</p>
<p>General Practice Assessment Questionnaire (GPAQ)</p>	<p>available to view free-of-charge at the medical centre</p>	<p>single copies of reports can be made for £1.50 per sheet – single copy of all documents for one year's report £12.00</p>
<p>General Practice Patient Survey</p>	<p>http://www.gpps.ic.nhs.uk/results08/frnDemo.aspx</p>	<p>free of charge via websites (any costs associated with internet access are not the responsibility of the practice)</p>
<p>Infection Control Audit</p>	<p>available on request from the practice</p>	<p>single copy at cost of £1.50 per sheet</p>
<p>Fire Safety and Risk Assessments</p>	<p>available on request from the practice</p>	<p>single copy at cost of £1.50 per sheet</p>
<p>Annual GP Appraisal</p>	<p>These are not available to view as this would breach individual privacy and confidentiality.</p>	
<p>Plans for the development and provision of NHS services</p> <p>Merepark Medical Centre will be working with CECPCT to develop local services, particularly through local commissioning groups.</p>		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>		
<p>Merepark Medical Centre has a volunteer patient panel who are involved in plans affecting patient services and can be contacted through (a suggestion box) at the practice or by email MereparkPatientPanel@live.co.uk.</p>		
<p>Records of decisions made in the practice affecting the provision of NHS services</p>		
<p>October 2006 – changed from all open surgery sessions to partial appointments in response to patient demand and following the results of a practice survey.</p> <p>November 2008 – open Saturday mornings for routine appointments in response to feedback in GPAQ survey responses.</p> <p>April 2011 – after discussion with the patient panel, Saturday mornings were replaced (because of underuse) with late opening until 19:30 on Monday evenings, with usually two or three doctors and a nurse available.</p> <p>January 2012 – following the patient survey which showed that most people were happy with the practice, we made a number of small changes, details of which are available in the waiting room or on the practice website</p>	<p>NB Minutes of meetings are not made available to the public as they identify individuals at the practice. The small number of individuals involved means that even anonymised minutes may identify individuals (patients or staff) by description even if names are removed and this breaches an individual's right to privacy as well as our duty of confidentiality.</p> <p>www.merepark.org.uk</p>	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only (mark “not held” against any policies not actually held)</p>		
<p>Policies and procedures about the employment of staff Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy</p>	<p>hard copy (on request to the practice manager)</p>	<p>costs are £1.50 per sheet, which includes costs of materials and staff time.</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>hard copy (available from reception)</p>	<p>single copy free of charge</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>http://www.dh.gov.uk/en/Managingyourorganisation/Informationpolicy/Recordsmanagement/index.htm</p>	
<p>Data protection policies</p>	<p>hard copy (on request to the practice manager)</p>	<p>costs are £1.50 per sheet, which includes costs of materials and staff time.</p>
<p>Policies and procedures for handling requests for information</p>	<p>hard copy (on request to the practice manager)</p>	<p>single copy free of charge</p>
<p>Patients’ charter</p>	<p>information within practice leaflet</p>	

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	not held	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)</p> <p>Current information only</p>		
<p>The services provided under contract to the NHS Charges for any of these services Information leaflets Out of hours arrangements</p>	<p>information within practice leaflet or www.merepark.org.uk www.nhs.uk</p>	<p>single leaflet copy free of charge</p>