

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) - This will be current information only		
<p>Battersea Fields Practice provides general medical services to patients in the geographical area of Battersea (SW8 and SW11 postcodes)</p> <p>A more detailed guide to the geographical area, incorporating a detailed list of all postcodes we cover is featured on the Practice Website or on request</p> <p>We are under contract with NHS England to provide these NHS Services.</p>	Practice leaflet and website	Free
<b>Doctors in the Practice:</b> Dr Jonathan Grannell; Dr Jonathan Chappell; Dr Jenni Ellingham; Dr Margaret Rickford; Dr Laura Peck; Dr Sara Morgenstern; Dr Juliet McCredie; Dr Amy Vowler; Dr Jacqueline Du Preez; Dr Rob Holwell; Dr Sophie Gottschalk; Dr Anjella Balendra; Dr Imogen Mabey	Practice leaflet and website & NHS Choices Website	Free
<b>Contact details for the Practice:</b> Dr Jenni Ellingham, Managing Partner Battersea Fields Practice 3 Austin road London SW11 5JP  0207 627 7100  swlccg.BFP@nhs.net	Practice leaflet and website & NHS Choices Website	Free
<b>Opening hours:</b> Monday – Friday (Reception) 8.00am – 6.30pm Surgery hours: Monday – Thursday 8.30 am – 8pm; Friday 8.30am-6.30pm	Practice leaflet and website	Free

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<p><b>Other staffing details:</b> See website/patient leaflet for latest staff</p> <p><b>Attached staff include</b> Substance Misuse Advisor Family Action Support worker Physiotherapist (PCN ARRS role) Health and Well-being coach (PCN ARRS role) (PCN role) Social Prescriber (PCN ARRS role) Care Co-ordinator (PCN ARRS role) Clinical pharmacist (PCN ARRS role)</p>	Practice leaflet and website	Free

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<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - Current and previous financial year as a minimum</p>														
<p>The Practice receives money in accordance with the Personal Medical Services contract held with NHS England in exchange for services provided for our patients.</p> <table border="1"> <thead> <tr> <th></th><th>Current Projected Year</th><th>Previous Year</th></tr> </thead> <tbody> <tr> <td><b>Total income received from the NHS before expenses</b></td><td>£1,800,000</td><td>£1,792,319</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td><b>Total cost of the Practice's Contracted Services</b></td><td>£1,500,000</td><td>£1,379,204</td></tr> </tbody> </table>		Current Projected Year	Previous Year	<b>Total income received from the NHS before expenses</b>	£1,800,000	£1,792,319				<b>Total cost of the Practice's Contracted Services</b>	£1,500,000	£1,379,204	Hard copy by request from Practice Manager	Free
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There may be circumstances where material cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes under the Act has taken the view that it may be prejudicial to the conduct of the Practices' affairs.		
Audit of NHS Income	Hard copy by request from Practice Manager	Free

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### 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>The Practice's priority is to provide the highest standard of clinical care to patients registered with the Practice, ensuring we work collaboratively with other healthcare providers and support organisations, to enable more of our patients to be treated in a primary care setting, closer to home.</p> <p>Our aims are:</p> <ul style="list-style-type: none"> <li>To Build a relationship of trust with our patients</li> <li>To discuss patients health care needs in a confidential setting</li> <li>To enable patients to access health care irrespective of gender, ethnic origin, colour, disability, sexual orientation, religion, age or social and economic background</li> <li>To provide personal and continuing care</li> <li>To practice Health Promotion and illness prevention through a variety of services</li> <li>To offer patients appropriate, evidence based treatment</li> <li>To encourage patients to manage self-limiting illnesses</li> <li>To undertake postgraduate and undergraduate medical teaching and train other healthcare professionals in a Primary Care Setting</li> </ul>	<p>Website Patient leaflet</p>	<p>free</p>
Developments In line with CCG priorities and NHSE long term plan	<p>See CCG 5 Year Plan on their website : <a href="http://www.wandsworthccg.nhs.uk">www.wandsworthccg.nhs.uk</a></p>	

	<a href="https://www.england.nhs.uk/long-term-plan/">hs.uk https://www.england.nhs.uk/long-term-plan/</a>	
Continued participation in the Quality & Outcomes Framework (QOF). Our performance under the QOF can be found on the NHS IC website: <a href="http://www.qof.ic.nhs.uk/search.asp">http://www.qof.ic.nhs.uk/search.asp</a>	Website	Free
Continued participation in Enhanced Services: <ul style="list-style-type: none"> <li>• Phlebotomy</li> <li>• ECGs</li> <li>• Spirometry</li> <li>• Weight Management</li> <li>• Smoking Cessation</li> <li>• HIV point of contact testing</li> <li>• Chlamydia testing for patients aged 24 years or under</li> <li>• Substance Misuse Rehabilitation</li> <li>• HPV (Human Papillomavirus) – missed vaccines for under 25 year olds</li> <li>• Child immunisations</li> <li>• Learning Disabilities</li> <li>• MMR Catch-up Campaign</li> </ul>	Hard copy by request from Practice Manager	★
Continued participation in Commissioning Group to provide greater services for patients, closer to Home.	Hard copy by request from Practice Manager	★
NHS Choices website provides details of our performance, and what patients think of us from the Patient Satisfaction Questionnaire, carried out annually. <a href="http://www.nhschoices.nhs.uk">www.nhschoices.nhs.uk</a>	Website	Free
Our Patient Participation Group produces a report on a yearly basis, identifying key Patient issues, which we take into account in our future planning.	Website and Hard Copy from Reception	Free
<b>Plans for the development and provision of NHS Services:</b>		
Expansion of internet facilities for ordering repeat medications, making/cancelling advance appointments and access to personal medical records	Hard copy by request from Practice Manager	★

Continued participation in Quality and Outcome Framework.	Hard copy by request from Practice Manager	★
Continued participation in Enhanced services.	Hard copy by request from Practice Manager	★
Continued gradual extension of opening hours of the branch surgery at Thessaly Rd in order to meet the needs of the growing local population	Hard copy by request from Practice Manager	★
Continued collaborative working with the Primary Care Network including provision of additional services via ARRS roles	Hard copy by request from Practice Manager	*
Commitment to further development of online and e consultation access	Hard copy by request from Practice Manager	*

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<b>Class 4 – How we make decisions</b>																												
(Decision making processes and records of decisions) - Current and previous year as a minimum																												
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development	Ellingham represents the interests of BFP			
Nurses	Practice Nurses, Managing Partner	monthly		
Admin Team	Deputy Practice Manager, & Admin Team	Monthly		
<p>The Palliative Care Register is discussed at the Palliative Care Meeting</p> <p>All issues regarding the Practice and any changes proposed are discussed at the appropriate level of meeting.</p> <p>All decisions affecting the partnership are made on a majority vote basis.</p> <p>All meetings and decisions are evidenced in minutes.</p> <p>The Practice retains two sets of minutes:</p> <ol style="list-style-type: none"> <li>1. A confidential set which contains commercially sensitive or data protected information that is not within this Publication Scheme. These minutes are shared with key personnel in the Practice, including the line managers who then brief their staff teams as necessary.</li> <li>2. General minutes of meetings are available through the Publication Scheme. Copies of these minutes are held centrally within the Practice for reference by any member of the team.</li> </ol>				

<b>Records of decisions made in the practice affecting the provision of NHS services</b>		
<p>Policies affecting patient care are informed by patient feedback, in particularly via the Patient Participation Group.</p> <p>Minutes of the meeting are available from our website, or in hard copy on request</p>	<p>Hard copy by request from Practice Manager</p>	<p>★</p>

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) - Current information only.		
Policies and procedures about the employment of staff	Hard copy by request from Practice Manager	★
Internal instructions to staff and policies relating to the delivery of services	Hard copy by request from Practice Manager	★
Equality and diversity policy	Hard copy by request from Practice Manager	★

Health and safety policy	Hard copy by request from Practice Manager	★
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website and Hard Copy from Reception	Free
Records management policies (records retention, destruction and archive)	Hard copy by request from Practice Manager	★
Data protection policies	Hard copy by request from Practice Manager	★
Policies and procedures for handling requests for information	Hard copy by request from Practice Manager	★
Patients' charter	Practice leaflet and Website. In waiting room	Free

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
<p>We maintain our list of registered patients using the Emis Web Clinical system which is fully computerised and paperless.</p> <p>At the present time, we have approximately 12,700 patients registered with the Practice.</p> <p>The list is confidential.</p>		
In accordance with the requirements of the New General Medical Services Contract we also hold a Register of Gifts to the Practice	Hard copy by request from Practice Manager	★
<b>Any publicly available register or list</b>	Not held	

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<b>Class 7 – The services we offer</b> (Information about the services offered, including leaflets, guidance and newsletters produced for the public) - Current information only.		

<p><b>The services we provide in accordance with the ***Personal / General*** Medical Services contract held with NHS England include the following:</b></p> <ul style="list-style-type: none"> <li>• A full range of General Medical Services</li> <li>• Ante-natal Care</li> <li>• Baby Clinic &amp; immunisation</li> <li>• Blood Pressure Review Clinic</li> <li>• Cervical Cytology</li> <li>• Childhood vaccinations and immunisations</li> <li>• Contraceptive services</li> <li>• Disease management services including Asthma, Diabetes, Hypertension, Coronary Heart Disease and Chronic Obstructive Pulmonary Disease</li> <li>• District Nurse, Health Visiting and Midwifery Services (Staff work at the Doddington Health Clinic)</li> <li>• Dressings</li> <li>• Ear Syringing</li> <li>• Flu Clinics</li> <li>• Health promotion services for young people and adults of all ages</li> <li>• Immunisations</li> <li>• Maternity Medical Services</li> <li>• Minor surgery services</li> <li>• New patient consultations</li> <li>• Obstetrics services</li> <li>• Removal of Stitches</li> <li>• Smoking Cessation Service</li> <li>• NHS Travel and other immunisations</li> <li>• Warfarin Monitoring</li> </ul>	<p>Practice leaflet and website.</p>	<p>Free</p>
<p><b>Enhanced Services</b></p> <p>These are NHS services not provided through Essential or Additional services and include more specialised services undertaken by GPs or nurses with special interests and allied health professionals and other services at the primary-secondary care interface.</p> <p>They may also include services addressing specific local health needs or requirements, and innovative services that are being piloted and evaluated.</p>	<p>Hard copies by request from Practice Manager</p>	<p>Free</p>



<p>We provide the following enhanced services:</p> <ul style="list-style-type: none"> <li>• Phlebotomy</li> <li>• ECGs</li> <li>• Spirometry</li> <li>• Weight Management</li> <li>• Smoking Cessation</li> <li>• HIV point of contact testing</li> <li>• Chlamydia testing for patients aged 24 years or under</li> <li>• Substance Misuse Rehabilitation</li> <li>• HPV (Human Papillavirus) vaccination for 17 to 18 year olds</li> <li>• Learning Disabilities</li> <li>• MMR Catch-up Campaign</li> </ul>		
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<p><b>The following services involve information sharing with other agencies:</b></p> <ul style="list-style-type: none"> <li>• Child protection,</li> <li>• Adult Safeguarding</li> <li>• General nursing,</li> <li>• Mental health,</li> <li>• Referral to Hospitals or other care providers</li> <li>• Social services,</li> <li>• Transport.</li> <li>• Wandsworth Hub 8-8</li> </ul>	Hard copies by request from Practice Manager	Free
<p><b>Charges for services made by the Practice</b></p> <p>No charge is made for all the services we provide under contract to the NHS.</p> <p>For the services we provide which are outside our contract to the NHS, there is a charge, which we keep in line with those recommended by the British Medical Association (BMA).</p> <p><u>Examples of non-NHS services for which GPs can charge their NHS patients are:</u></p> <ul style="list-style-type: none"> <li>• Private medical insurance reports</li> <li>• Holiday cancellation claim forms</li> <li>• Referral for private care forms</li> </ul>	Practice Website; Practice Leaflet; On our Reception Desk; On Practice Notice Boards.	Free

<ul style="list-style-type: none"> <li>Letters requested by, or on behalf of, the patient</li> </ul> <p><u>Examples of non-NHS services for which GPs can charge other institutions are:</u></p> <ul style="list-style-type: none"> <li>Medical reports for an insurance company</li> <li>Some reports for the DSS/Benefits Agency</li> <li>Examinations of local authority employees</li> </ul> <p>We produce and publish a list of these Services and their associated charges.</p>		
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<p><b>Information Leaflets:</b></p> <ul style="list-style-type: none"> <li>Practice Information leaflet</li> <li>Practice Charter</li> <li>Patient Participation Group Reports</li> <li>Access to medical records – application form</li> <li>Access to medical Records – patient information leaflet</li> <li>Carer’s Referral form</li> <li>Prescribing Policy</li> <li>Out of Area registrations policy</li> <li>Blood Tests</li> <li>Data Protection</li> <li>Carers</li> <li>Child protection</li> <li>Vulnerable Adults</li> <li>How we use your records</li> <li>Information we hold</li> <li>PALS</li> <li>Access to Medical Records</li> </ul> <p>In addition to the above, the Practice offers a range of information about a variety of issues and a considerable number of minor illnesses via the Practice website, where you can also find a list of Useful Contacts and links to other health-related websites.</p>	<p>Practice Website; On our Reception Desk; From leaflet Dispensers in the Practice Waiting Room.</p>	<p>Free</p>
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<p><b>Out of Hours Arrangements</b></p> <p>When the Practice is closed 'Out of Hours Care' for urgent medical services is provided by an 'Out of Hours' service arranged by Seldoc.</p> <p>Out of hours services are also available via the Wandsworth Hub (booked via BFP reception staff for BFP patients). These appointments are available Fridays 6.30-8pm; Saturdays and Sundays 8am-8pm. Patients can be seen at various sites including Clapham Junction Health Centre; Tudor Lodge Health Centre; Balham Park Health Centre</p> <p>Accidents and emergencies occurring outside surgery hours should be directed to:</p> <p><b>St Georges Hospital:</b> A&amp;E department, St George's Hospital, Blackshaw Rd, London SW17 0QT 020 8700 0505</p> <p><b>Chelsea and Westminster Hospital:</b> 369 Fulham Rd, London SW10 9NH 020 3315 8000</p> <p><b>St Thomas's Hospital:</b> Westminster Bridge Rd, London SE1 7EH 020 7188 7188</p>	<p>Practice Website; Practice Leaflet</p>	<p>Free</p>
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## Other Useful Resources

### Websites:

The Information Commissioner - [www.ico.gov.uk](http://www.ico.gov.uk)

The Justice Department - [www.justice.gov.uk](http://www.justice.gov.uk)

The Health & Social Care Information Centre - <http://www.hscic.gov.uk/foi>

NHS Direct - [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

NICE - [www.nice.org.uk](http://www.nice.org.uk)

Wandsworth Clinical Commissioning Group, - [www.wandsworthccg.nhs.uk](http://www.wandsworthccg.nhs.uk)

### Publications:

Freedom of Information Act 2000 - <http://www.legislation.gov.uk/ukpga/2000/36/contents>

Code of Practice under Sections 45 & 46 FOI Act 2000 –

<http://www.justice.gov.uk/information-access-rights/foi-guidance-for-practitioners/code-of-practice>

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NHS Direct - [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

NICE - [www.nice.org.uk](http://www.nice.org.uk)

South West London Clinical Commissioning Group, - [www.swlccg.nhs.uk](http://www.swlccg.nhs.uk)

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## BATTERSEA FIELDS PRACTICE

## Appendix A – Freedom of Information Act – Publication Scheme Update & Information Request Record Form

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