


Freedom of Information Publication Scheme (England, Wales and Northern Ireland)

Information to be published	How the information can be obtained (e.g. hard copy, website)	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Displayed at Practice, on website or in the Practice Information Leaflet</p>	<p>No Charge</p>
<p>Who's who in the practice</p>	<p>Team member information is available on the practice website at www.parkplacedental.co.uk and in the practice information leaflet.</p>	<p>No charge</p>
<p>Contact details for the practice on the practice website named contacts where possible with telephone number and email addresses</p>	<p>Contact details are available in the practice information leaflet.</p>	<p>No charge</p>
<p>Opening hours</p>	<p>Our current opening hours are available on the practice website at www.parkplacedental.co.uk in the practice information leaflet and displayed outside our practice.</p>	<p>No charge</p>
<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 for current and previous financial year</p>		

Details on NHS funding received by the practice and the cost of operating the NHS contract.	The value of our GDS/PDS contract with the NHS and targets are available from the practice owner.	10p per photocopy £4 per memory stick
Total annual expenditure on the provision of our NHS contracted services.	The practice provides both NHS and private treatment to patients. Information regarding the annual costs to the practice to deliver our NHS services is available from Mark Hill	10p per photocopy £4 per memory stick
Audit of NHS income, if held	The practice is not audited and no information is held.	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews for current and previous year.	 Park Place Dental Practice	
Plans for the development and provision of NHS services	The practice has a strategic action plan in place (G 151A) with objectives to develop our NHS service.	10p per photocopy £4 per memory stick
Performance data including performance against targets	England and Wales: Information regarding targets and our performance against them is available from [the practice owner.	10p per photocopy £4 per memory stick

<p>Practice inspection. Inspection reports by regulators e.g. Healthcare Inspectorate Wales</p>	<p>Our latest HIW inspection report is available on the HIW website.</p>	<p>No Charge</p>
<p>Class 4 – How we make decisions Decision making processes and records of decisions for current and previous year.</p>		
<p>Records of decisions made in the practice/firm affecting the provision of NHS services.</p>	<p>The practice carries out an annual management review each year (G 170-TM2). Information regarding decisions made as a result of the review, which affect the provision of NHS services, is available from Sarah Hill.</p>	<p>10p per photocopy £4 per memory stick</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.</p>		

Policies and procedures about customer service	Our Patient experience policy (M 233-PEX) is available from reception.	10p per photocopy £4 per memory stick
Policies and procedures about employment of staff	Information available from reception includes, but is not limited to: <ul style="list-style-type: none"> ▪ Recruitment and selection policy and procedure (M 222H) ▪ Employment and induction policy (M 233-EIN) ▪ Disciplinary (M 227A), Grievance (M 227B) and Capability (M 227D) procedures 	10p per photocopy £4 per memory stick
Equality and diversity policy	Our Equality, dignity and human right policy (M 233-EQD) is available from reception.	10p per photocopy £4 per memory stick
Health and safety policy	Our Health and safety policy (M 250C) is available from reception.	10p per photocopy £4 per memory stick
Infection control policy	Our Infection control policy (M 257A) and procedures (M 257B) are available from reception.	10p per photocopy £4 per memory stick
Radiation protection checklist	Information from our Radiation protection folder is available from Sarah Hill.	10p per photocopy £4 per memory stick
Complaints procedures (including those covering requests for information and operating the publication scheme)	Our complaints procedure (Wales: G110CW) is displayed in reception. Copies are available from reception.	No charge

Records management policies (records retention, destruction and archive)	Our Record management policy (M 233-REM) is available from reception.	10p per photocopy £4 per memory stick
Confidentiality and data protection policies	Our Confidentiality (M 233-CON) and Data protection (M 233-DPT) policies are available from reception.	10p per photocopy £4 per memory stick
Policies and procedures for handling requests for information	Requests for information are covered in our Data protection policy (M 233-DPT), which is available from reception.	10p per photocopy £4 per memory stick
Practice information leaflet	Our practice information leaflet is available at reception.	No charge
Class 6 – Lists and Registers Currently maintained lists and registers only		
Publicly available register or list.	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	Information about the services we offer is outlined in on the practice website at www.parkplacedental.co.uk and in our practice information leaflet available on our website or at reception.	No charge

Charges for any of these services	Information regarding charges for NHS services is displayed in reception, in our practice information leaflet, which is available from reception.	No charge
Information leaflets	<p>We have a range of leaflets, free of charge and available at reception, including:</p> <ul style="list-style-type: none"> ▪ Patient information leaflet on gum disease ▪ Patient information leaflet on oral hygiene ▪ Patient information leaflet on crowns ▪ Take home instructions for after surgery ▪ Take home instructions for antibiotics ▪ Take home instructions for new dentures 	No charge
Out of hours arrangements	Information about out-of-hours emergency care is available in the practice information leaflet, which is available from the practice reception and published on the practice website.	No charge



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