

Windrush Medical Practice

| Information to be published under the Freedom of Information Act. | How the information can be obtained | Cost |
|--|---|-------------------------------------|
| <p>Class1 – GP surgery with full multidisciplinary team. Attached staff include district nurses, health visitors, midwives and councillors.</p> <p>The Windrush Medical Practice The Windrush Health Centre Welch Way Witney Oxon OX28 6JS</p> | <p>www.windrushmedicalpractice.co.uk and practice leaflet on request in person</p> | <p>SAE if posting</p> |
| <p>Doctors and staff</p> | <p>www.windrushmedicalpractice.co.uk and practice leaflet on request in person</p> | <p>SAE if posting</p> |
| <p>Contact details for the practice Tel: 01993 702911 Fax: 01993 700931</p> | <p>www.windrushmedicalpractice.co.uk and practice leaflet on request in person</p> | <p>SAE if posting</p> |
| <p>Opening hours</p> | <p>www.windrushmedicalpractice.co.uk and practice leaflet on request in person Displayed in the practice</p> | <p>SAE if posting</p> |
| <p>Other staffing details</p> | <p>www.windrushmedicalpractice.co.uk and practice leaflet on request in person</p> | <p>SAE if posting</p> |
| <p>Class 2 – Financial Information The Windrush practice receives money form Oxfordshire Primary Care Trust according to its General Medical Services contract in exchange for providing services to patients.</p> | | |
| <p>Total NHS income received before any expenses for current and previous financial year</p> | <p>On Request</p> | <p>Photocopying and postage and</p> |

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| | | packing |
| Audit of NHS income | None | |
| Class 3 – Priorities | | |
| Achievement of Quality and Outcomes Framework | The NHS Information Centre www.ic.nhs.uk/webfiles/QOF | |
| Class 4 – How we make decisions | | |
| Records of decisions made in the practice affecting the provision of NHS services | Minutes of the Primary Health care team meetings – on request. | Photocopying and postage and packing |
| Class 5 – Our policies and procedures | | |
| Policies and procedures about the employment of staff – within staff handbook and contracts | On Request | Photocopying and postage and packing |
| Internal instructions to staff and policies relating to the delivery of services – within staff handbook | Staff handbook – on request | Photocopying and postage and packing |
| Equality and diversity policy- within staff handbook | Staff handbook – on Request | Photocopying and postage and packing |
| Health and safety policy – within staff handbook | Staff handbook – on Request | Photocopying and postage and packing |
| Complaints procedure in place. Patient information leaflet | Practice leaflet, patient folders in waiting room, posters in the health centre at www.windrushmedicalpractice.co.uk | |
| Records management policies (records retention, destruction and archive) | On request | Photocopying and postage and packing |
| Data protection policies | On request | Photocopying and postage and packing |

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| Policies and procedures for handling requests for information | Practice leaflet, patient folders in waiting room, and at www.windrushmedicalpractice.co.uk | |
| Patients' charter | None | |
| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only – none available to the public | None | |
| Class 7 – The services we offer | | |
| Information about the services we offer | Practice leaflet, patient folders in waiting room and at www.windrushmedicalpractice.co.uk | |
| Leaflets and guidance | Patient folders and posters in the waiting room and at www.windrushmedicalpractice.co.uk | |
| Quarterly newsletter for patients – 'Suture Selves'. Published by the Patient Group. | Free of charge from the stand in the waiting room | F.O.C |
| Services provided under contract to the NHS are detailed in our Practice leaflet and on our website. | Practice leaflet on request and at www.windrushmedicalpractice.co.uk | SAE if posting |
| Charges are not made for any services provided under our NHS contract | | |
| Out of hours arrangements | Practice leaflet on request and at www.windrushmedicalpractice.co.uk Notice boards in waiting room | SAE if posting |