

# *The Gillies & Overbridge Medical Partnership*



## **Freedom of Information Act 2000** **Publication Scheme.** **2011**

As required by the Freedom of Information Act 2000, this Publication Scheme provides a guide to the services and practitioners who practice together within the Gillies & Overbridge Medical Partnership.

It is based on the model publication scheme for general practices produced by the Information Commissioner with effect from 1 January 2009 and as advised by the British Medical Association.

### **Who we are and what we do.**

We are a partnership of General Practitioners who jointly practice as The Gillies & Overbridge Medical Partnership. The Partnership has a contract with the Hampshire Primary Care Trust to provide General Medical Services on behalf of the National Health Service within the Basingstoke area.

### **Location.**

Our postal address and location is:

The Gillies Health Centre  
Brighton Hill  
Basingstoke  
Hampshire  
RG22 4EH

Our main telephone number is 01256 479747

### **Key personnel;**

Our Doctors are:

Dr D J T Wright	MB BS MRCS LRCP MRCGP DRCOG DCH
Dr P M Knowles	MB BS DFFP
Dr A Carnegy	MB BS MRCGP DRCOG DCH
Dr C S Huyton	MB BS MRCGP

Dr E A Williams	MA BM Bch MRCP DRCOG MRCPGP
Dr T Norris	MB ChB
Dr R E Walker	BM BCh DRCOG MRCPGP
Dr AD Armstrong	MBChB MRCP MRCPGP DRCOG
Dr M J Browning	MB BCH MRCPGP DFFP DRCOG
Dr JE Dixon	MB BS MRCPGP DCH DRCOG
Dr H Ahmad	MB BS MRCPGP

We are also a Training Practice having GP Registrars from time to time in addition to our regular GPs. These are qualified doctors who are continuing their training in General Practice and you will be advised if you are to have an appointment with one of these doctors.

**Our Practice Manager is:**

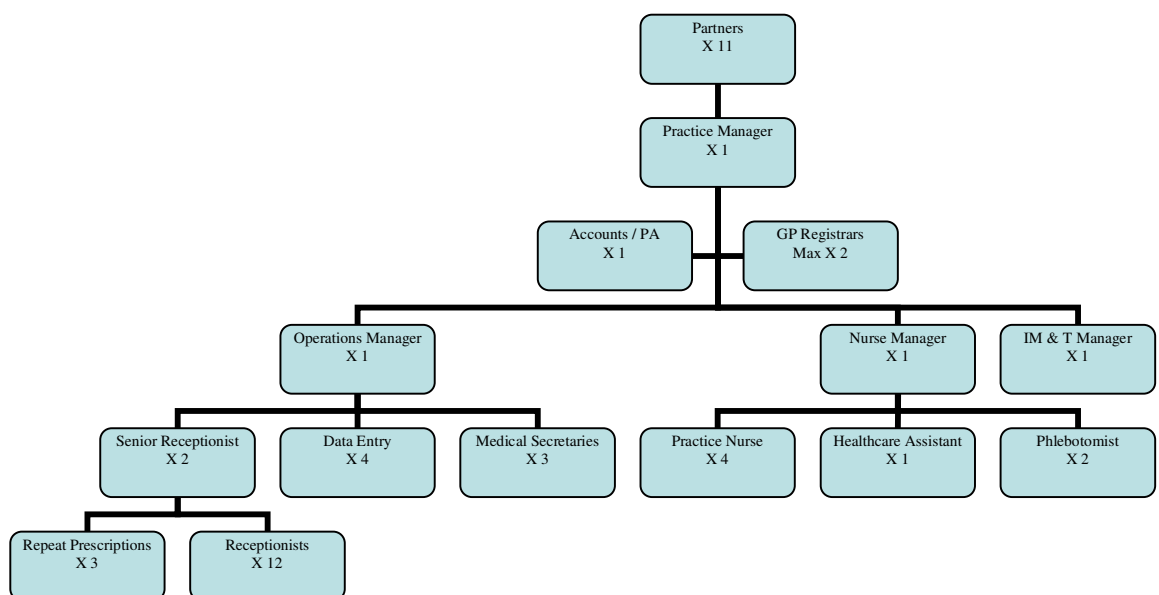
Mr DJ McCarthy, full time.

**Our Practice Nursing Team is:**

Sister K Cameron	Nurse Manager
Sister S Burton	
Sister K McVey	
Sister M Wraight	
Sister Jo Johnston	
E Miles	Healthcare Assistant
L Ganney	Phlebotomist
J Appleby	Phlebotomist

**Organisation.**

A diagrammatic representation of the Partnership is as follows:



## **Attached Staff**

The following are not employees of the Practice but are attached in order to provide additional services.

### **The Health Visiting Team is:**

Diane Palmer  
Cheryl Greenwood  
Sharon Weaver  
Vivica Hill (Nursery Nurse)  
Diane Royal (Nursery Nurse)  
Debbie Bye (Support Worker)  
Val Gillard (Support Worker)  
Karen Vandyk  
Kirsty Drew  
Amanda Butcher  
Joanne Hockley

A Health Visitor is available most mornings between 9.00am (8.30am if you make an appointment) and 12 midday.

Your health visitor can be contacted by telephoning 01256 320567

### **The Community Nursing Team is:**

#### **Community Matron:**

Penny Parsons

#### **Community Nurses**

Margaret Stone-Ward  
Heather Tyas  
Carol Daniels  
Julie Jordan  
Tamara Benwell

Our Community Nurses provide nursing care to patients, mainly in their own homes.

### **The Community Midwife Team is:**

Maxine Ellis  
Stephanie Coburn  
Rachel Mollett  
Sue Walker

## **What we spend and how we spend it.**

The Gillies & Overbridge Medical Partnership receives money from Hampshire PCT in accordance with its contract with them in exchange for goods & services provided.

The income received from NHS service fees before expenses in the calendar year 2010 was £2,163k.

The sum spent on drugs prescribed by the Gillies & Overbridge Medical Partnership in 2010/11 was £2,402k.

### Charging Policy.

Goods and services funded by the NHS will be free to the patient at the point of delivery.

Payment for goods and services which are not funded by the NHS will require alternative funding sources and these will be discussed with patients before commitment to payment is made. Patients may decline these goods and services if they do not wish to pay.

## **Strategy and performance information, plans, assessments, inspections and reviews.**

Strategy. The Practice's strategy is to deliver high quality services to all its patients.

### Inspections / Assessments.

- Quality Outcomes Framework (QOF). In 2009/10 the Practice achieved almost all of its aspiration and at the last inspection received favourable comments. Since then, the practice has continued to submit performance reports to the HPCT and to the Quality Management and Analysis System (QMAS) as required.
- Patient Survey. Surveys are held annually by the NHS and the results are reported on the Choices Website at <http://www.nhs.uk/Pages/HomePage.aspx> for the survey results as they become available.
- Other Inspections & Assessments. Other mandatory inspections including Portable Appliance Testing (PAT), fixed wiring inspections and controlled drugs inspections are conducted as required.

## **How we make decisions.**

The Partnership is owned and run by the partners. Decisions are made by the partners who meet every other Monday lunchtime. They have a management team

of one partner who is elected every five years to be Managing Partner who together with the Practice Manager form the Management Team who administer the Practice. The Practice Manager is present at and secretary of the partnership meetings.

Decisions made in partnership meetings become the input to the Key Staff meetings which are held on Tuesday lunchtimes and chaired by the Practice Manager. This meeting is attended by representatives of all departments including nurses, doctors, reception, secretaries and IT and is open to co-located staff such as Community Nurses, Health Visitors and Midwives. This meeting implements the decisions made by the partners and provided feedback from previous decisions. This information is passed back to the partners at their next meeting, thereby completing the communication cycle.

Our policies and procedures are reviewed annually and are available on site.

### **The Services we Offer.**

We offer a range of both NHS and private medical services which include (but not exclusively):

- Acupuncture
- Asthma Clinics
- Cervical Screening
- Child health surveillance
- Childhood Immunisations
- Chlamydia Screening
- Contraceptive services
- Coronary Heart Disease Clinic
- Diabetic Clinics
- Flu Clinic (in season)
- HPV Immunisation
- Minor surgery
- Obstetrics services
- Phlebotomy
- Travel Advice and immunisations

These services may change from time to time.

Some services require information sharing with other health care agencies and we operate under accepted clinical practice guidelines.

### **Advice and guidance**

A range of information leaflets is available in the waiting room. We also recommend patient information sheets which are available from [www.patient.co.uk](http://www.patient.co.uk).

This document is available from Reception on request and from our website.

Any requests regarding our information management or policies generally in the practice should be directed to the Practice Manager Mr Desmond McCarthy. The request can be made by e-mail or on paper.

We may ask the reason for the request or question the reasonableness but will work positively with the person requesting the information to help clarify what they require so that the Practice can best meet the request.

In some cases there will be charges made to cover the costs of copying, printing, stamped addressed envelopes and the administrative costs involved in so doing.

The current rate of photocopying and/or printing is charged at 15pence/per sheet and the administrative charge stands at £10.00. Charges are reviewed regularly. This publication is available, free of charge, on the practice website [www.gilliesandoverbridge.co.uk](http://www.gilliesandoverbridge.co.uk), although any charges for the Internet service provider and personal printing costs would have to be met by the individual.

Requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, may attract a charge for the retrieval, photocopy, postage etc. We will inform you of any cost charges, in advance. We will not provide printouts of other organisation's websites.

The Practice will record all Freedom of Information requests and our responses and we will monitor our performance in handling requests and complaints.

### **Useful FOI Resources**

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

This is the web site of the Information Commissioner