

## **GUIDE TO THE INFORMATION PUBLISHED BY BRIGHTON DENTAL CENTRE**

**This is a guide to the information published by each of the NHS dentists at the Brighton Dental Centre. This guide is the dentists' Publication Scheme as required by the Freedom of Information Act 2000.**

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### **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by the dentists at the Brighton Dental Centre. It is not a complete list of publications since this will change as other things are produced, but it is a description of the classes of information that we provide. A full list of publications is available on our practice website or by contacting the practice manager who is responsible for our Scheme.

This guide will be reviewed at regular intervals and we will monitor its effectiveness.

### **How much do they cost?**

All publications are free unless otherwise stated.

### **How are they published?**

The information is downloadable from the practice website at [www.brightondental.co.uk](http://www.brightondental.co.uk). They are also available in hard copy from Practice Manager.

### **Your right to information**

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the Data Protection Act 1998. Details of how to do this is contained in the Practice Data Protection Policy which is available from Practice Manager.

### **Feedback**

We have produced this guide in order to comply with the Freedom of Information Act 2000. The purpose of the Act is to encourage organizations working for the public to be more open about the information they have. We welcome your views on additional

classes of information which might be included and on the publications themselves. If you have any comments or suggestions about the scheme, please send them in writing to The Practice Manager at Brighton Dental Centre, 69-75 Dyke Road, Brighton, Sussex, BN1 3JE

### **Classes of information**

We hold various types of information which we review, retain or dispose of according to NHS rules. Our information is classed into seven categories:

1. Who we are
2. Our services
3. Financial information
4. Information for patients and the public
5. Complaints
6. Our policies and procedures
7. This guide.

#### ***Class 1: Who we are***

Details of all the dentists, dental therapists and dental hygienists are contained in the practice information leaflet. Details include name, sex and date of first registration with the General Dental Council, specialist status and whether they are full or part time. The name of the practice manager is also included.

#### ***Class 2: Our services***

Information about our services is contained in the practice's patient information leaflet which is available at Reception. The information includes:

- Opening times
- Arrangements for emergency care
- Details of access to the premises for people with disabilities
- The languages we speak and the availability of interpreters
- Whether we have a dental hygienist, therapist or orthodontic treatment is available
- Whether we provide intravenous sedation for anxious patients
- Information about the care and treatment provided by the practice

We offer all patients NHS ( when available) or private care.

Brighton Dental Centre holds a limited NGDS contract for NHS dental services with Brighton and Hove City Primary Care Trust.

#### ***Class 3: Financial information***

We have information about:

- The cost of NHS treatment
- Entitlement to exemption and remission from NHS dental charges
- Our private charges

Our income from the NHS derives primarily from monthly fees for the number of courses of treatment that we undertook during the period October 2004 to September 2005, less 5%. There are also some allowances for such things as continuing professional development.

***Class 4: Information for patients and the public***

We make available information leaflets about:

- Types of dental treatment
- Healthy diet
- Healthy teeth
- Reducing anxiety about dental care
- Other health information
- NHS information leaflets.

Copies of leaflets are available from Reception.

***Class 5: Complaints***

We have a practice complaints procedure, a copy of which is available from [name]

***Class 6: Practice policies***

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

- Data protection
- Data security
- Confidentiality
- Health and Safety
- Radiation protection
- Infection control
- Payments policy
- Equal opportunities.

Copies of the policies are available from Reception.

***Class 7: This guide***

This guide will be reviewed regularly and we will also keep the list of publications up to date.

From January 2005 we are required by the Freedom of Information Act to respond to requests from the public to access recorded information that we hold. There are some exemptions to this right and it does not change the rights of our patients to have all of their personal information kept strictly confidential and available to them on request.

**Further information**

Further information on the Freedom of Information Act is available from the following websites:

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

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

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

[www.foi.nhs.uk/practice](http://www.foi.nhs.uk/practice)

**ANNEX 2 – ENGLAND AND WALES**

**FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES**

**DECLARATION FORM**

**FOR ADOPTION OF BDA MODEL SCHEME FOR DENTISTS**

Name of Public Authority.....  
*Here give the name of the dental practice*

Names of dentists at the practice covered by this scheme  
.....  
.....  
.....

Address .....  
Address .....  
Address .....

have adopted the British Dental Association’s Model Publication Scheme for dental practices produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature .....  
Position .....  
Date .....

The contact details for the person who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation’s compliance with the Freedom of Information Act are:

Name .....  
Position .....  
Address .....  
Address .....  
Address .....  
Phone\* ..... E-Mail\* .....

Those fields with a \* are optional.

**This notification supersedes earlier adoption of the NHS model scheme      Y/N**

## ANNEX 3 - SCOTLAND

**GUIDE TO THE INFORMATION PUBLISHED BY  
.....DENTAL PRACTICE**

*(enter address and tel no)*

**This is a guide to the information published by each of the NHS dentists at the .....Dental Practice. This guide is the dentists' Publication Scheme as required by the Freedom of Information (Scotland) Act 2002. The Scheme applies to each dentist individually.**

The dentists are: *(here list each dentist at the practice with a GDS contract)*

As providers of NHS services under the General Dental Services Regulations (as well as private care), the dentists are public authorities under the Freedom of Information (Scotland) Act 2002 and are required to adopt and maintain a scheme of the information we publish. The purpose of the Act is to ensure that organisations working for the public are more open about the information they have. The Guide has been prepared in consultation with the Scottish Information Commissioner and the Scottish General Dental Practice Committee of the British Dental Association.

The dentists at the practice have regard to the public interest in the information that it makes available. We are committed to openness and transparency.

From 1<sup>st</sup> January 2005 we will be required by the Freedom of Information (Scotland) Act 2002 to respond to requests from the public to access recorded information that we hold about our NHS services. There are some exemptions to this right and it does not change the rights of our patients to have all of their personal information kept strictly confidential and available to them on request under the Data Protection Act 1998 (see below).

This guide will be reviewed regularly and we will also keep the list of publications up to date.

### **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by each of the dentists at the [name] Dental Practice. It is not a complete list of publications since this will change as other things are produced, but it is a description of the classes of information that we provide. A full list of publications is available on our practice website\* (*delete if no website*) or by contacting [name] who is responsible for the day to day running of the scheme. [name], the senior manager who is responsible for the overall running of the scheme, can be contacted in person at the practice or by telephoning [telephone number and email address if appropriate].

This guide will be reviewed at regular intervals and we will monitor its effectiveness.

**How much do they cost?**

All publications are free unless otherwise stated. Where a charge is made for publications, the cost is stated below under each class of information.

**OR**

We may charge for some of our publications, where we need to photocopy them. The fee for photocopying is .... per page and we shall tell you in advance how much the document will cost.

**How are they published?**

All of the information is downloadable from the practice website at [website address]. They are also available in hard copy from [name]

**Your right to personal information**

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the Data Protection Act 1998. Details of how to do this are contained in the Practice Data Protection Policy which is available from ...

**Feedback**

We welcome your views on additional classes of information which might be included and on the publications themselves. If you have any comments or suggestions about the scheme, please send them in writing to [name] at the Practice (name, address and email if appropriate)

**Exemptions**

We aim to be as open as possible. However information may be withheld where disclosure may seriously prejudice law enforcement, legal proceedings or regulatory or enforcement activity, or where law prohibits the disclosure. We may also withhold information which may seriously prejudice the commercial interests of any person or organisation; and information which is personal information under the Data Protection Act 1998. It may be that an otherwise accessible document contains exempt information, in which case it will not be possible to grant access to the entire document.

Even if the information is exempt, a request for it can still be made.

## Classes of information

We hold various types of information which we review, retain or dispose of according to NHS rules. Our information is classed into six categories:

1. Who we are
2. Our services
3. Financial information
4. Complaints
5. Our policies and procedures
6. This guide.

### *Class 1: Who we are*

Details of all the dentists, dental therapists and dental hygienists are contained in the practice information leaflet. Details include name, sex and date of first registration with the General Dental Council, specialist status and whether they are full or part time. The name of the practice manager is also included.

### *Class 2: Our services*

Information about our services is contained in the practice's patient information leaflet which is available at Reception. The information includes:

- Opening times
- Arrangements for emergency care
- Details of access to the premises for people with disabilities
- The languages we speak and the availability of interpreters
- Whether we have a dental hygienist or orthodontic treatment is available
- Whether we provide intravenous sedation for anxious patients
- Information about the care and treatment provided by the practice
- Oral health information leaflets

[Here describe the availability of NHS and private care at the practice, for example : 'We offer all patients NHS or private care' **OR** 'Children and adults who are exempt from NHS charges can register for NHS care at the practice. We are happy to treat existing non-exempt registered adult patients under NHS arrangements for the present time, but this policy is reviewed regularly'. **OR** 'We offer NHS care to children but adult patients are treated privately'. Remember that this information should cover and be correct for each dentist at the practice and, if it varies according to practitioner, full details should be given.]

## ***Standards***

Our standards are assured by NHS regulations relating to our participation in clinical governance, clinical audit and peer review; and by the General Dental Council requirements for continuing professional development. Our care and treatment are also inspected by the Dental Reference Service of the Scottish Dental Practice Board and our practices are inspected by the local Health Board.

### ***Class 3: Financial information***

We have information about:

- The cost of NHS treatment
- Entitlement to exemption and remission from NHS dental charges
- Our private charges

Our income from the NHS derives primarily from monthly fees for the number of patients we have on our list and fees for individual items of treatment. There are also some allowances for such things as continuing professional development and the overall amount of NHS care we provide. These fees and allowances are set by Government and we claim separate fees for each treatment we provide by sending a form to the Scottish Dental Practice Board. In addition, for each individual patient, we receive a small continuing care (adult) or capitation (children) fee.

Out of this income the practice pays the full cost of providing care, including the provision of the building, equipment, materials and staff.

### ***Class 4: Complaints***

We have a practice complaints procedure, a copy of which is available from .... and any complaints about this publication scheme or about any aspect of the services provided by our dentists and dental staff should be made under this complaints procedure.

If we are unable to resolve any complaint about the Scheme, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. There is a formal appeal mechanism when information is withheld. Further details on this is available on the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) .

The Scottish Information Commissioner can be contacted at Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, telephone 01334 464610.

### ***Class 5: Practice policies***

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. The leaflets cover various topics, such as what we do with the information we hold about patients, our payment policy and health and safety issues.

Copies of the policies are available from Reception.

### **Copyright**

Information obtained from this publication scheme can be copied only with the permission of .....

### **Further information**

Further information on the Freedom of Information (Scotland) Act is available from the following websites:

Office of the Scottish Information Commissioner  
[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

Freedom of Information at the Scottish Executive  
<http://www.scotland.gov.uk/Topics/?pageID=198>

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