

NHS Freedom Of Information Publication Scheme for General Practices.

This Publication Scheme is a guide to the information routinely made available to the public by Sandy Lane Surgery; it is a description of the information about our General Practitioners and Practice which we make publicly available. It will be reviewed at regular intervals.

How much will it cost?

Whilst the publication scheme is free of charge there may be a cost to producing copies of the surgeries policies and procedures upon request.. Charges may be made to cover the costs of copying, printing and posting and the administrative costs involved in doing so. We will inform you of any costs in advance. Any requests for information should be directed to the Practice Manager

How is the information made available?

The information is available on the surgery website: www.sandylanesurgery.co.uk or in hard copy from the Practice Manager.

Your rights to information

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about Sandy Lane Surgery under the NHS Openness Code 1995.
- The freedom of Information Act 2000 recognises that members of the public have the right to know how public services are organised and run, how much they cost and how decisions are made.
- From January 1st 2005 it obliges the Practice to respond to requests about information that it holds and is recorded in any format and it will create a right of access to that information. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.
- New environmental information regulations were introduced in 2003. These enabled similar access to environmental information as under the Freedom of Information Act 2000.
- Under the General Data Protection regulations you are also entitled to access your clinical records or any other personal information held about you and you can contact the Secretarial team at the surgery to do so.

Feedback

If you have any comments about the operation of the Publication Scheme or how we have dealt with your request for information from the Scheme, please write to:

The Practice Manager
Sandy Lane Surgery
Sandy Lane
Leyland
Lancashire
PR25 2EB

Information available from Sandy Lane Surgery under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (eg hard copy, website)
<p>Class1 - Who we are and what we do</p> <p>Sandy Lane Surgery provides medical services for patients who live in Leyland and the surrounding areas (the practice boundary can be found on our website)</p> <p>The practice aims to follow National Institute for Clinical Excellence (NICE) and National Service Framework guidelines. Copies of these can be found on the NICE website or the Department of Health website.</p> <p>The NHS is a very large part of the public sector. It is possible to find out information about our practice and other NHS services in your area by using their website. A full list of local General Practices can be found there too.</p>	<p>In hard copy via the practice leaflet, which can be obtained on request from reception and also on the practice website</p> <p>www.nice.org.uk or https://www.gov.uk/government/organisations/department-of-health-and-social-care</p> <p>www.nhs.uk</p>
<p>Doctors in the practice:</p> <p>Dr Amrit Ryatt Dr Sheeja Nair Dr Zaakira Mahomed Dr Sujiva Suntharalingam Dr Emma Woods Dr Wen Jit Poh</p>	<p>In hard copy via the practice leaflet, which can be obtained on request from reception and also on the practice website</p>

<p>Other staffing details</p> <p>Clinical Pharmacist Mr Salman Yusuf Ms Katarzyna Ottewell</p> <p>Advanced Nurse Practitioner Jenny Williams Kerry Byrne</p> <p>Practice Nursing Team Tracey Rodriguez Karen Slater Louise Martin Launa Henry Katie Holmes</p> <p>Management Team Practice Manager - Jane Balchin Deputy Practice Manager - Debbie Sands Office Supervisors - Carol Worthington/Susan Good Assistant to the Management team/Patient Support Lead/Cancer Champion - Alison Kemp</p> <p>Administration Team Nicola Guttridge Rebecca Ashcroft Karen Crabtree Rebecca Parkinson</p> <p>Patient Services Lead - Kelly Kilponen</p> <p>Practice Medicines Co-ordinator - Nicole Crossthwaite</p>	
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<p>Secretarial Team Wendy Duncan and Sarah Conlan</p> <p>Reception Team Louise Worden Sharon Eaton Joanne Rhodes Amy Bibby Carol Wall Sarah Roberts Sofia Ruiz Emily Allen Megan Sunderland (Reception and administration apprentice)</p> <p>Health Care Assistants Colleen Clitheroe Katie Kemp - Apprentice Julie Newton</p>	
<p>Contact details for the practice:</p> <p>ADDRESS TELEPHONE NUMBERS</p> <p>Sandy Lane Surgery Telephone: 01772 214700 Sandy Lane Secretaries: 01772 214696 Leyland Lancashire PR25 2EB</p> <p>Out of Hours: between 18:00 & 18:30 - 01772 214721 After 18:30 111</p>	<p>In hard copy via which can be obtained on request from reception the practice leaflet , and also on the practice website</p>

<p>Opening Hours</p> <table border="1"> <thead> <tr> <th data-bbox="145 220 517 336">Morning</th> <th colspan="2" data-bbox="517 220 1417 336">Afternoon</th> </tr> </thead> <tbody> <tr> <td data-bbox="145 336 517 416">Monday</td> <td data-bbox="517 336 958 416">08:00 - 10:50</td> <td data-bbox="958 336 1417 416">13:30 - 17:50*</td> </tr> <tr> <td data-bbox="145 416 517 496">Tuesday</td> <td data-bbox="517 416 958 496">08:00 - 10:50</td> <td data-bbox="958 416 1417 496">13:30 - 17:50*</td> </tr> <tr> <td data-bbox="145 496 517 576">Wednesday</td> <td data-bbox="517 496 958 576">08:00 - 10:50</td> <td data-bbox="958 496 1417 576">13:30 - 17:50*</td> </tr> <tr> <td data-bbox="145 576 517 655">Thursday</td> <td data-bbox="517 576 958 655">08:00 - 10:50</td> <td data-bbox="958 576 1417 655">13:30 - 17:50*</td> </tr> <tr> <td data-bbox="145 655 517 735">Friday</td> <td data-bbox="517 655 958 735">08:00 - 10:50</td> <td data-bbox="958 655 1417 735">13:30 - 17:50*</td> </tr> </tbody> </table> <p data-bbox="145 735 1417 927">*Under the increased access scheme and as part of the Leyland collaborative we will open some weekday evenings from 18:30 - 20:00 and some Saturdays.</p>	Morning	Afternoon		Monday	08:00 - 10:50	13:30 - 17:50*	Tuesday	08:00 - 10:50	13:30 - 17:50*	Wednesday	08:00 - 10:50	13:30 - 17:50*	Thursday	08:00 - 10:50	13:30 - 17:50*	Friday	08:00 - 10:50	13:30 - 17:50*	<p data-bbox="1417 132 2040 927">In hard copy via the practice leaflet, which can be obtained on request from reception and also on the practice website</p>
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<p data-bbox="145 927 1417 1007">Class 2 - What we spend and how we spend it</p> <p data-bbox="145 1007 1417 1198">The practice holds a GMS contract with Lancashire Area team to provide medical services to approximately 11,000 patients. In addition to the main contract the practice also holds enhanced service contracts with Chorley and South Ribble Clinical Commissioning Group and Lancashire County Council.</p> <p data-bbox="145 1198 1417 1393">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 Practice's affairs</p>	<p data-bbox="1417 927 2040 1393">Available for Inspection on request</p>																		

<p>Class 3 - What our priorities are and how we are doing</p> <p>The practice is committed to providing a high-quality primary care service working with the patients to maintain and improve their health. We aim to create a partnership which encourages patients and health care professionals to work together encouraging mutual respect, holistic care and continuous learning and training.</p> <p>We carry out an annual patient survey which along with other patient feedback assists us in conjunction with our Patient Reference Group (PRG) in developing an action plan for priority areas for us to work on each year. Information can be found on the website and in the surgery waiting room.</p> <p>Sandy Lane surgery is a high achieving practice achieving maximum points in the quality and outcomes framework (QOF). Our QOF performance can be viewed on the NHS digital website.</p> <p>The NHS website provides details of our performance and patients views of our surgery obtained from the annual Patient Satisfaction Survey.</p>	<p>Website and hard copy in the waiting room</p> <p>https://digital.nhs.uk/services/quality-and-outcomes-framework-qof-online-database</p> <p>www.nhs.uk</p>
<p>Class 4 - How we make decisions</p> <p>The practice holds weekly team meetings to discuss the running of the practice, changes to guidelines, policies and procedures and review significant events etc. As part of these meetings we may make decisions about the provision of our NHS services. All decisions made are recorded in the minutes.</p>	<p>Records of decisions made that affect the provision of NHS services are available, as a hard copy, on request from the Practice Manager.</p> <p>Please note that information that is commercially sensitive or falls under the Data Protection Act will be excluded.</p>

<p>Class 5 - Our policies and procedures</p> <p>The practice produces a wide range of policies and procedures covering both clinical and administrative areas. This list includes but is not exhaustive:</p> <ul style="list-style-type: none"> • Policies and procedures about the employment of staff • Equality and diversity policy • Health and safety policy • Records management policies (records retention, destruction and archive) • Data protection policies • Policies and procedures for handling requests for information <p>Information relating to our complaints procedure is detailed within our complaints leaflet and on the practice website</p>	<p>A full list is available on request as a hard copy from the Practice Manager.</p> <p>The complaints leaflet can be downloaded from the website or a hard copy can be obtained from reception</p>
<p>Class 6 - Lists and Registers</p> <p>The practice maintains a number of clinical registers as part of the provision of NHS services. These will contain Personal identifiable information and clinical information which means that they cannot be shared. However there may be occasions where anonymised information may be shared.</p>	
<p>Class 7 - The services we offer</p> <p>Services included as part of our contract include:</p> <ul style="list-style-type: none"> • Management of long-term conditions including diabetes, heart disease, stroke, hypertension, chronic kidney disease, asthma, COPD, dementia, mental health, learning disabilities • Cervical Cytology • Family planning/contraceptive services including coils • Child Health Surveillance • Immunisations • Blood pressure checks 	<p>Information about the services that we offer can be found on our practice website and in our patient leaflet.</p>

<p>Information leaflets available;</p> <ul style="list-style-type: none"> • On a wide variety of health-related issues • Patient surgery information booklet • Complaints procedure • Patient information and protecting privacy 	<p>Available in the waiting room and from reception on request and also on the website</p>
<p>Out of hours arrangements</p>	<p>Information available on the website</p>