

## **Kelvin House Dental Practice Freedom of Information Publication Scheme**

This is a guide to the information published by each of the dentists at the Kelvin House Dental Practice. This guide is the dentists' Publication Scheme as required by the Freedom of Information Act 2000.

The dentists are:

Howard Paterson	GDC no. 54081
Paul Downes	GDC no. 54891
Charles Baker	GDC no. 57656

The hygienists are:

Charlotte Perkins	GDC no. 5490
Ann Collins	GDC no. 3309
Linda Farren	GDC no. 3704

### **Introduction**

This Publication Scheme is a complete guide to the information routinely made available to the public by the dentists at the Kelvin House 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 by contacting our 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?**

All of the information is available in hard copy from the practice manager. All of the information can also be found on our practice website [www.khdp.co.uk](http://www.khdp.co.uk)

### **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 the 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  
Kelvin House Dental Practice  
2 Nelson Road  
Whitstable  
Kent  
CT5 1DP  
(01227) 771323  
www.khdp.co.uk

### **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
- 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

We offer all our registered NHS patients NHS or private care, but this policy is reviewed regularly.

#### **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 from an amount allocated to each individual dentist by the Primary Care Trust, according to Units of Dental Activity (UDA's) and Units of Orthodontic Activity (UOA's) expected to be achieved in that year.

#### **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 the Practice Manager.

#### **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
- Disability policy

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 have been 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 their website,

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

Date:

Review date:

Signed: