

## Practice Publication and Scheme Policy

### FOI and Publication Scheme

The publication Scheme is required by the Freedom of information Act 2000

The publication Scheme is a complete guide to the information made available to the public by The Pepper Clinics. This is a description of the information about our dental practices which we make publicly available. Some information is not made publically available and this will be reviewed at certain intervals.

### How Much does it cost?

The publications are free unless otherwise indicated. Where information is provided at a cost the charges will be calculated as set out in Class 7

### How is the information available?

The information within each Class is either displayed on the practice website ([www.thepepperclinics.com](http://www.thepepperclinics.com)) or available in hard copy from The Yaxley Dental Clinic, 116 Main Street, Yaxley, Peterborough, PE7 3LP.

### Your rights to information

- In addition to accessing the information identified in the Publication Scheme, you are entitled to request information about The Pepper Clinics under the Code of Practice on Openness in the HPSS (1996).
- 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 the decisions are made.
- From January 1st 2005, it will oblige any of the group within ‘ The Pepper Clinics’ 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.

### Practices under the umbrella of ‘The Pepper Clinics’

The Yaxley Dental Practice, 116 Main Street, Yaxley, Peterborough, PE7 3LP

The Hamptons Dental Care, 52 Hargate Way, Hampton Hargate, Peterborough PE7 8DS

Cathedral View Dental Practice, 82 Burton Road, Lincoln, LN1 3LJ

The Red Pepper Clinic, 133 Birchwood avenue, Lincoln, LN6 OJE

- Revised environmental information regulations may be introduced in the future. These will enable similar access to environmental information as under the Freedom of Information Act 2000.
- Under the Data Protection Act 1998, you are also entitled to access your dental records or any other personal information held about you, and you can contact Tonia Norris, 116, Main Street, Yaxley, Peterborough, PE7 3LP email: [practice.manager@thepepperclinics.com](mailto:practice.manager@thepepperclinics.com)

## Feedback

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

Miss Tonia Norris, The Yaxley Dental Clinic, 112 Main Street, Yaxley, Peterborough, PE7 3LP

## Classes of information

All Information at The Pepper Clinics is held, retained and destroyed in accordance with guidance. Our commitment to publish information excludes any information which can be legitimately withheld under the exceptions set out in the Code of Practice on Openness in the HPSS or Freedom of information Act 2000. Where individual classes are subject to exemptions the main reasons are e.g the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all classes within the Publication Scheme. The information on this scheme is grouped into the following categories

### Class 1.

#### Who we are

Details of the different practices, organised structures, key personnel and how we fit into the Health and Personal Social Services (HPSS)

### Class 2.

#### Our Services

The range of services we provide under contract to the HPSS.

### Class 3.

#### Financial and funding information

Funding details and charging policies

### Class 4.

#### Regular publications and information for the public

Guidance and information leaflets

### Class 5

#### Complaints

Policies, procedures and contact details for complaints

#### Class 6

##### Our policies and procedures

General policies and procedures within the group of clinics. These include, but are not restricted to data protection, prescribing and prescription, health and safety.

#### Class 7

##### This Publication Scheme

In the class we will publish any changes we make to the Publication Scheme, the criteria on which our information management policies are made and a referral point for all enquires regarding information management within The Pepper Clinics. We will also publish any proposed changes or additions to publications already available.

#### Class 1

##### Who we are:

##### The Yaxley Dental Clinic

Bilal Hussain Dentist Male Full time

First registered with GDC 21<sup>st</sup> June 2011 GDC No – 209670

Qualification – BDS Liverpool 2011

Sarfaraaz Zahid Dentist Male Full time

First registered with GDC 29<sup>th</sup> June 2011 GDC No – 209826

Qualification – BDS Liverpool 2011

Sabrina Datu Dentist Female Full time

First registered with GDC 14<sup>th</sup> July 2016 GDC No- 264998

Qualified – Kings College London 2016

Alexandra Achouch Female Part time

First registered with GDC 19<sup>th</sup> August 2014

Qualified – DMD Lasi 2013

Jacqui O'Rourke Hygienist/Therapist Female Part time

First registered with GDC 19<sup>th</sup> December 1999 GDC No – 3805

Qualification – Dip Dent Therapy Lpool 2005, CEB Cert in Dental Hygiene 1989

Kayleigh Draper Dental Nurse/extended duties Female Part time

First registered with GDC 2<sup>nd</sup> May 2014 GDC No – 249951

Qualification – NEBDN, Extended duties (fluoride/impressions/oral hygiene)

## The Hamptons Dental Care

Kamlesh Makwana Dentist (Business owner) Male Part time  
First registered with GDC 11<sup>th</sup> July 1997 GDC No – 73396  
Qualifications BDS Lond 1997

Balsaam Majid Dentist Female Part time  
First registered with GDC 8<sup>th</sup> July 2015 GDC No – 258388  
Qualifications – Baghdad 2005  
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## Cathedral View Dental Practice

Victoria Barrass Dentist Female Part time  
First registered 19<sup>th</sup> December 1988 GDC No – 63799  
Qualifications BDS Birm 1988

Stefan Schaedel Dentist Male Part time  
First registered 26<sup>th</sup> May 2010 GDC No – 190279  
Qualifications Zahnarzt Hamburg 1995

Elizabeth Elliott Hygienist Female Part time  
First registered 23<sup>rd</sup> September 1980 GDC No – 2060  
Qualifications CEB Dip Dent Hygiene 1995

Barbara Kirkwood Hygienist Female Part time  
First registered 20<sup>th</sup> December 1990 GDC No – 3990  
Qualifications CEB Cert in Dental Hygiene 1990

Kristina Wright Hygienist/Therapist Female Part time  
First registered 23<sup>rd</sup> June 2014 GDC No- 251023  
Qualifications BSc Dental Hygiene and Dental Therapy Birm 2014

### *The Red Pepper Clinic*

Andrew Akenga Dentist Male Part time  
First registered 2<sup>nd</sup> October 2006 GDC No – 104833  
Qualifications BDS Nairobi 2004

Katarina Stead Dentist Female Part time  
First registered 24<sup>th</sup> July 2013 GDC No – 245080  
Qualifications BDS Lond 2013

Lisa Williams Hygienist/Therapist Female Part time  
First registered 27<sup>th</sup> July 2011 GDC No – 212314  
Qualifications Diploma in Dental Hygiene & Therapy Sheff 2011

### Class 2

#### Our Services

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

- Opening times
- Details of access to the premises for people with disabilities
- Complaints procedure
- Information governance lead details
- Care Quality Commission information and registered manager details
- Companies house registration
- Arrangement for emergency care
- Dental hygienist information
- Information about the care and treatment provided by the practice

The Yaxley Dental Clinic offers NHS as well as independent and Denplan  
The Hamptons Dental Care offers NHS as well as independent and Denplan  
The Red Pepper Clinic offers independent and Denplan  
The Cathedral View Dental Practice offers NHS children's contract (children already registered) Independent and Denplan

### Class 3

#### Financial Information

We have information about:

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

Our Income from the NHS derives from the contract we have been given by the area teams and in return we are to provide a number of UDAs (Units of dental activity)

#### Class 4

#### Information for patients and the public

We make available information leaflets about:

- Types of dental treatment
- Healthy diet
- Healthy teeth
- Care quality commission
- Safeguarding
- Bruxism
- Different types of treatments
- Other health information
- NHS information leaflets

Copies of leaflets are available from reception.

#### Class 5

#### Complaints

We have a practice complaints procedure; copies are available on reception and in waiting areas.

Complaints lead for Lincoln – Mrs Michelle Lamper 01522 824244

Complaints Lead for Peterborough & Northampton – Mrs Diane Bowers 01733 341777

#### 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 & Safety

- Radiation protection
- Infection control
- Payments policies
- Equal opportunities

### Cost of information

For the most part we will charge you only for hard copies of copying onto a media device. Some information is available free but for others there may be a charge.

### Useful websites

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

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

[www.cqc.org.uk](http://www.cqc.org.uk)