

Compton Acres Dental Practice Ltd Publication Scheme

(Freedom of Information Act 2000)

Part I: Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by Compton Acres Dental Practice Ltd. It is a description of the information about our Dental Practitioners and Practice which we make publicly available. Some information is not made publicly available. This scheme will be reviewed at regular intervals and we will monitor its effectiveness.

Your rights to information and feedback

In addition to accessing the information identified in this Publication Scheme, you are entitled to request information about Compton Acres Dental Practice Ltd under the NHS Openness Code 1995 and the National Health Service Act 2006. 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. These rights are subject to some exemptions which have to be taken into consideration before deciding what information it can release.

Under the Data Protection Act 1998, you are also entitled to access your dental records or any other personal information held about you. For any of this information or 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
Compton Acres Dental Practice
Compton Acres Shopping Centre
West Bridgford
Nottinghamshire
NG2 7RS
Tel:(0115) 9455664

How much does it cost?

Most information and publications are available free of charge, but for others there may be a charge. For the most part, we will charge you only for photo copies of records or copying onto media (e.g. CD-ROM).

The charges will vary according to how information is made available.

- a) Leaflets and brochures on, for example, services we offer to the public and policy documents are free of charge.
- b) "Glossy" or other bound paper copies, or in some cases a CD-ROM, video or other mediums are for charge at no more than £20.00 per copy. The charges will be reviewed regularly.

Part II: Classes of Information

All information at the Dental Practice is held, retained and destroyed in accordance with NHS guidelines. Our commitment to publish information excludes any information which can be legitimately withheld under the exemptions set out in the NHS Openness Code or Freedom of Information Act 2000. Where individual Classes are subject to exemptions, the main reasons are for example the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to all Classes within the Publication Scheme.

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Dental Practitioners (who practise together) at our practice are Mr John Grummitt and Mr Paul Lyons. All our dental nurses and hygienists are fully qualified and registered with the General Dental Council(GDC). Compton Acres Dental Practice Ltd trades as Compton Acres Dental Practice and The East Midlands Dental Implant and Cosmetic Dentistry Centre. The company is registered in England, number 5992508. Its registered office is 6 Nottingham Road, Long Eaton, Nottingham NG10 1 HP. The Directors are Mr John Grummitt LDS DGDPMedSci and Mrs Dawn Grummitt. The address for any correspondence is

The Practice Manager
Compton Acres Dental Practice Ltd
Compton Acres Shopping Centre
West Bridgford
Nottinghamshire
NG2 7RS

We can also be contacted on
Tel: (0115) 9455664
Fax: (0115) 9825758
Email: inquiries@compton-acres.com

Details of our opening hours and services and staff are available on our web pages which are
www.compton-acres.com
www.implantology-uk.com

Our practice has a contract with
Nottinghamshire County Teaching PCT
Birch House
Ransom Wood Business Park
Southwell Road West
Mansfield, Nottinghamshire NG21 0HJ
Tel: 0300 3001234

It is possible to find out information about our practice, the above primary care trust and other NHS services in your area by using www.nhs.uk.

Dentists:

Full Name	Gender	Date of 1st reg. at GDC	
Mr John Grummitt	Male	1982	Full Time
Mr Paul Lyons	Male	1986	Full Time

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

The accounts of the company are published with Companies House. We are principally a private dental practice. We offer NHS care to children. The treatment of these children to secure and maintain their oral health is free. We prioritise our NHS waiting list in order to offer this limited care to the children of our registered, regularly attending private patients.

Our figure for turnover from NHS income in 2009/2010 was £47,000 approximately before expenses. Against this has to be set expenses such as staff salaries, rent/rates, and practice development funding, staff and training improvements.

Our private charges are very affordable; please contact us for a brochure and price list and experience the difference in our no expense spared private service.

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

We believe private dentistry is able to provide dental care in the best possible way. It is not constrained by limited government funding. However we believe that costs for families attending our practice can be reduced by seeing their children for free on the National Health Service system.

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Decisions are made by the Directors of the Company and are recorded in the minutes of our meetings filed with Companies House.

5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

We have written protocols, policies and procedures on numerous topics including

Equality and Diversity
Aggression in the workplace
Health and Safety Policy
Customer Service
Complaints Procedures
Policy and procedure for handling requests for information

Class 6 – Lists and Registers

(Currently maintained lists and registers only)

We are registered under the Data Protection Act and comply with its requirements. We do not make available details or information about any of our patients or their dental care without their written and/or verbal permission.

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public)

We have a folder in our reception with a copy of every leaflet and guidance sheet we make available to our patients for inspection.

Our practice leaflet has information about the following:

our opening and closing times
the arrangements we have for out of hours cover
for the sedation of anxious patients
the clinical interests of our dentists
a list of the range of services we provide

The range of services we provide under contract to the NHS

We have guidance and information leaflets on numerous subjects relating to the clinical services and health services that we provide for patients and the public. Our range of publications include such topics as:

Types of dental treatment (numerous including various aspects of cosmetic dentistry)
Healthy diet
Healthy teeth
Reducing anxiety about dental care.

These are freely available from reception. Alternatively, please contact:

The Practice Manager
Compton Acres Dental Practice
Compton Acres Shopping Centre
West Bridgford
NG2 7RS
Tel:(0115) 9455664

Complaints
Policies, procedures and contacts for complaints
We have a practice complaints procedure, a copy of which is available from:
The Practice Manager
Compton Acres Dental Practice
Compton Acres Shopping Centre
West Bridgford
NG2 7RS
Tel: (0115) 9455664