

Information available from Drs Edwards ApDafydd Lloyd & Bertalot, Coed Y Glyn Surgery, Llangefni, Ynys Mon, LL77 7DU, under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the primary medical services we provide under contract to the National Health Service or to Health and Social Care Northern Ireland.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Doctors in the practice	Dr Marc Edwards Dr Dyfrig ApDafydd Dr Katie Lloyd Dr Jonathan Bertalot Dr Gwion Jones	Free of charge. Practice Leaflet available in reception.
Contact details for the practice	Telephone: 01248 722229 / 01248 470213 Fax: 01248 750551 / 470697 Website: www.coedyglynsurgery.co.uk OOH Service: 0300 123 55 66	Free of charge. Practice Leaflet available in reception.
Opening hours	Monday to Friday 8am to 6:30pm	
Other staffing details	Practice Manager – Miss Bethan Williams Further staff details available in our Practice Leaflet	Free of charge. Practice Leaflet available in reception.
	Meetings are held with Pharmaceutical companies on a regular basis. In particular, with Dispensing	Free of charge.

March 2019

S:\Publication Scheme\ Publication Scheme and Information available from Practice 2019

<p>Meetings specifically with pharmaceutical companies and other medical suppliers. We would expect as a minimum that this information should include the name of the company, the date and, if appropriate, the name of the member(s) of staff attending (if recorded), together with a general indication of the category of meeting, for example marketing or promotion. The names of staff attending should include any senior managers and any medically qualified staff if this information is recorded.</p>	<p>suppliers PSUK, AAH, Alliance Healthcare. Attendees would include Lead GP – Dr Marc Edwards (or other GP in his absence) and Practice Manager when required.</p> <p>Further information available on request from Practice Manager.</p> <p>Further information regarding Pharmaceutical companies would be available directly by the company.</p>	<p>Cost implications (if any) for Pharmaceutical company would be given by company directly.</p>
<p>Class 2 – What we spend and how we spend it</p>		
<p>Details on NHS/HSC funding received by the practice.</p>	<p>Available on request from Practice Manager</p>	
<p>Audit of NHS/HSC income</p>	<p>Available on request from Practice Manager</p>	
<p>Class 3 – What our priorities are and how we are doing</p>		
<p>Plans for the development and provision of NHS/HSC services</p>	<p>The Practice Development Plan is published annually by BCUHB, a copy can also be requested from the Practice.</p>	<p>Free of charge</p>

March 2019

S:\Publication Scheme\ Publication Scheme and Information available from Practice 2019

Inspection reports by regulators: the CQC, HIW, RQIA and HSCB and any other regulators.	Available on request from Practice Manager	
Class 4 – How we make decisions		
Records of decisions made in the practice affecting the provision of NHS/HSC services.	Available on request from Practice Manager	
Class 5 – Our policies and procedures		
Policies and procedures about customer service	Available on request from Practice Manager	
Internal instructions to staff and policies relating to the delivery of services	Available on request from Practice Manager	
Policies and procedures about the recruitment and employment of staff	Available on request from Practice Manager	
Equality and diversity policy	Available on request from Practice Manager	
Health and safety policy	Available on request from Practice Manager	

March 2019

S:\Publication Scheme\ Publication Scheme and Information available from Practice 2019

Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on request from Practice Manager	
Records management policies (records retention, destruction and archive)	Available on request from Practice Manager	
Data protection policies	Available on request from Practice Manager	
Policies and procedures for handling requests for information	Available on request from Practice Manager	
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	None Held	
Class 7 – The services we offer		
The services provided under contract to the NHS	See Practice Leaflet available in reception. Further information available from Practice Manager.	

March 2019

S:\Publication Scheme\ Publication Scheme and Information available from Practice 2019

Charges for any of these services	Available on request from Practice Manager	
Information leaflets	Available on request from Practice Manager	
Out of hours arrangements	6:30pm to 8am Monday to Friday, weekends and Bank holidays. Telephone: 0300 123 55 66	

March 2019

S:\Publication Scheme\ Publication Scheme and Information available from Practice 2019