

Introduction

This publication scheme commits us to make information available to the public as part of normal business activities. The information covered is included in the classes of information mentioned below.

Classes of information

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities & and how we are doing
4. How we make decisions
5. Our policies and procedures
6. List and registers
7. The services we offer

Class 1: Who we are and what we do

Who's who in the practice

1. Jeremy JW Breckon (male): GDC 56068 31st December 1981, Specialist in Orthodontics, full-time [Principal and Practice Owner]
2. Gaurav Madhok (male): GDC 76909 7th Oct 1999, Specialist in Orthodontics, part-time [Associate since 2007]
3. Oliver J Campbell (male): GDC 74467 29th Jun 1998, Specialist in Orthodontics, part-time [Associate since 2009]

The name of the practice manager is:

Mrs. Karen Medicott

Contact details for the practice:

Details are available in our Patient Information Leaflet, which can be obtained from reception [No charge].

Opening hours:

Details are available in our Patient Information Leaflet, which can be obtained from reception [No charge].

Staffing structure:

This information is not held.

Class 2: What we spend and how we spend it

Information on NHS funding and contract targets is available from Dr. Jeremy Breckon [No charge].

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

Plans for the development and provision of NHS services:

Details are available in our patient information leaflet, which can be obtained from reception [No charge].

Practice inspection:

The date and conclusion of our last practice inspection are available from Dr. Jeremy Breckon [No charge].

Class 4: How we make decisions

Records of decisions made in the practice affecting the provision of NHS services:

As a small business, formal records of management decisions are not normally recorded. However, any changes in the provision of NHS services will be incorporated into an updated patient information leaflet, which can be obtained from reception. We may also notify patients by notices in our reception area.

Class 5: Our policies and procedures

Policies and procedures about customer service:

Details are available in our Patient Information Leaflet, which can be obtained from reception [No charge].

Equality and diversity policy:

A copy of this policy can be obtained from reception [No charge].

Health and safety policy:

A copy of this policy can be obtained from reception [No charge].

Complaints procedures including those covering requests for information and operating the publication scheme:

A copy of this policy can be obtained from reception [No charge].

Records management policies; record retention, destruction and archive:

A copy of this policy can be obtained from reception [No charge].

Confidentiality and data protection policies:

A copy of this policy can be obtained from reception [No charge].

Polices and procedures for handling requests for information:

This information is contained within this document.

Class 6: Lists and Registers

Any publicly available register or list:

This information is not held but can be accessed at the General Dental Council website - www.gdc-uk.org.

Class 7: The services we offer

The services provided under contract to the NHS: Details are available in our Patient Information Leaflet, which can be obtained from reception [No charge].

Charges for services:

NHS orthodontic treatment is free for all patients who start treatment under the age of 18. However, there is a charge for lost or broken appliances, which is 30% of Band 3 (£59.40).

Information leaflets

We use a number of specialist leaflets about orthodontic treatment produced by the British Orthodontic Society

1. Practice information leaflet
2. Orthodontic treatment
3. Fixed appliances
4. Functional appliances
5. Headgear

6. Adult orthodontics
7. What are the risks
8. How to keep you teeth & gums clean
9. Retainers
10. Clear plastic retainers
11. Practice information leaflet

Further information

Further information on the Freedom of Information Act is available from the following website:

www.informationcommissioner.gov.uk

FREEDOM OF INFORMATION ACT

Information available from the Oxford Orthodontic Centre under the Freedom of Information Act model publication scheme

**95a London Road
Headington
Oxford
OX3 9AE**

Tel 01865 308818

Fax 01865 768099

Email enquiries@braces4oxford.co.uk

www.braces4oxford.co.uk

Information covered by this scheme is only about the personal dental services we provide under the National Health Service Act 2006.