



Publication Scheme

Version: 24/01

Your Rights to Information

The Freedom of Information Act (FOI) 2000 provides members of the public with the right access information held by public authorities.

Public authorities are required to routinely publish certain information to the public as part of its normal business activities. This is known as a publication scheme.

The Dulais Valley Primary Care Centre Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available. The aim of this is to explain what information the practice makes available to the public and where possible to provide an easy method of accessing it.

The Publication Scheme contains seven classes of information, as follows, and information falling into each of these classes is published on our practice website:

- Who we are and what we do
- Our income sources
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Register of members' interests
- Services we offer

All the information we proactively release is available free of charge on our website. Our publication scheme is a useful place to start if you're looking for information about Dulais Valley Primary Care Centre before making a Freedom of Information request.

Information that is not published under the FOI Publication Scheme can be requested in writing and the release of such information will be considered in accordance with the provisions of the FOI Act 2000.

To make a Freedom of Information request, please email contact the practice Prescriptions.W98030@wales.nhs.uk or write to:

The Practice Manager
Dulais Valley Primary Care Centre
Dulais Road, Seven Sisters
Neath, SA10 9EY

Who we are and what we do

Dulais Valley Primary Care Centre has over 6000 patients in the Seven Sisters, Crynant, Duffryn Cellwen and Onllwyn Area. We are also a member of the Upper Valleys GP Collaborative which is made up of 4 separate Practices, Dulais Valley Primary Care Centre, Vale of Neath, Amman Tawe Partnership and Pontardawe Health Centre

The practice has been formed for over 70 years.

Practice details and our opening times are published on our website, this information be accessed via the homepage.

The following people work in the Practice:

Partners: *Dr Rebecca Jones, Dr Gemma Jones*

Salaried GPs: *Dr Cathryn Rees*

Advanced Nurse Practitioners: *Jodie Morgan, Christian Mubaira,*

Nursing and Health Care Staff: *Kathryn Rees, Bethan Reynolds, Helen Curtis*

Management Team: *Lyn Jenkins, Sian Hopkins*

Prescribing Team: *Darren Smith, Philipa Owen*

Admin Staff: *Richard Phillips, Helen Powell, Michelle Williams, Julie Lewis, Andrea Smith, Ffion Evans, Anna Davies-Owen, Nicola James, Belinda Thornton*

Working with Swansea University, the practice also can place 3 registrars, along with temporary placements for medical students.

Other information is available on the practice notice boards and display tables in the waiting areas.

What we earn and how we spend it

Dulais Valley Primary Care Centre receives money from NHS Wales according to its contract for national General Medical Services in exchange for services provided for patients.

There may be circumstances where material regarding finances cannot be released because it is confidential or commercial information or the appropriate officer designated for these purposes, under the Act, has taken the view that it may be prejudicial to the conduct of the Practice's affairs.

If this is the case, we will respond to your FOI request with a formal letter acknowledging the reasons why we are unable to give you this information.

What our priorities are and how we are doing

Currently our priority is providing medical services to our patients in line with the General Medical Services contract. We have implemented on the day triage and prioritise patients based on clinical needs. We also encourage patients to use the pharmacy Common Ailments Scheme.

We also are committed to several projects initiated by Swansea Bay University Health Board to improve the efficiency and safety of patient care, such as the Green Inhaler Project, Prescribing Audits and Access Standards. We also provide ongoing care and reviews for patients with chronic health conditions such as asthma, diabetes and heart disease.

The practice participates in the annual Quality and Improvement Framework (QIF) submission organised by NHS Wales in order to maintain high standards of patient care and identify areas for improvement.

How we make decisions

The practice conducts clinical, business and practice meetings on a weekly basis. The agendas for these meetings can include items that require decisions to be made. The practice has been organised in a way that nominates persons of authority to lead specific areas of operation.

Our Policies and Procedures

General policies and procedures in use within the practice include, but are not limited to:

- Data Protection
- Prescribing
- Zero Tolerance
- Confidentiality
- Complaints
- Health and Safety
- Duty of Candour and Safeguarding

All policies and procedures are available for viewing, upon request in writing, please contact the Practice Manager.

If you have a complaint or concerns about the service you have received from the doctors or any of the staff working in this practice, please let us know. We operate a complaints procedure as part of the NHS system.

A copy of this procedure is available on our website or by request. This will give you all the information and contact details needed to deal with any concerns.

Lists and Registers

The practice is registered with the Wales Accord for Sharing of Personal Information and the Information Commissioners Office (ICO) and participates in the GP Professional Collaborative.

The practice also participates in Public Health Wales immunisation programs including seasonal influenza and COVID-19 booster, Shingles, Pneumo and specified preventative programs such as measles, whooping cough etc.

We subscribe to the Medical Defence Union (MDU) and General Medical Practice Indemnity (GMPI).

The services we offer

In addition to GP services, the practice also offers the following (this list is non-exhaustive):

- Phlebotomy
- Contraceptive Services
- Spirometry
- Cervical Screening
- Lifestyle Advice
- Signposting to other medical services suitable for patients

Reviews

This document is subject to an annual review, or sooner if there are changes to national legislation or policies.