

## City Health Clinic Limited

### GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2014

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

City Health Clinic has adopted the **Model Publication Scheme 2014** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2018.

You can see this scheme on our website at [www.cityhealthclinic.com](http://www.cityhealthclinic.com) or by contacting us at the address below.

#### City Health Clinic

Princes Exchange  
9 Earl Grey Street  
Edinburgh, EH3 9BN  
T: 0131 228 2442  
E: [info@cityhealthclinic.com](mailto:info@cityhealthclinic.com)

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.

#### *Availability and formats*

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

#### *Exempt information*

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

## Copyright

City Health Clinic holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately
- it is not used in a misleading context, and
- the source of the material is identified

Where City Health Clinic does not hold the copyright in information we publish, we will make this clear.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

### Black and white photocopying

### Colour photocopying

Size of paper	Pence per sheet of paper	Size of paper	Pence per sheet of paper
A4	35p	A4	45p
A5	25p	A5	35p

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

## Contact us

You can contact us for assistance with any aspect of this publication scheme:

City Health Clinic, Princes Exchange, 9 Earl Grey Street, Edinburgh EH3 9BN

E: [info@cityhealthclinic.com](mailto:info@cityhealthclinic.com) T: 0131 228 2442

W: [www.cityhealthclinic.com](http://www.cityhealthclinic.com)

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

### *The classes of information that we publish*

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

#### **CLASS 1: ABOUT [City Health Clinic Limited](#)**

**Class description:**

Information about City Health Clinic, who we are, where to find us, how to contact us, how we are managed and our external relations

The information we publish under this class	How to access it
Patient Information Leaflet and City Health Clinic website: About Us (home page); includes details	Practice Leaflet <a href="http://www.cityhealthclinic.com">www.cityhealthclinic.com</a>
Who we are	
Address	
Contact details	
Opening Hours	
Complaints Contact Details	
Practice Manager Details	
Single Model Publication	
City Health Clinic's guide to Information	
Request of Information Details	

#### **CLASS 2: [HOW WE DELIVER OUR FUNCTIONS AND SERVICES](#)**

**Class description:**

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class	How to access it
Website	<a href="http://www.cityhealthclinic.com">www.cityhealthclinic.com</a>
Patient Leaflet	Request by writing
Health & Safety Policy	Request by writing
Infection Control Policy	Request by writing
Health Clearance and Immunisation Policy	Request by writing
Control of the Environment Policy	Request by writing
Personal Protective Equipment (PPE) Policy	Request by writing
Hand Hygiene Policy	Request by writing
Decontamination of Reusable Items Policy	Request by writing
Dispatch to Laboratories and Equipment Suppliers Policy	Request by writing
Procurement of Infection Control and Decontamination Policy	Request by writing
Dealing with Violence or Aggression on the Work Place Policy	Request by writing

Waste Management Policy	Request by writing
Occupational Health Exposure Policy	Request by writing
Latex Products Policy	Request by writing
Risk Assessment	Request by writing
Managing Medical Emergencies Policy	Request by writing
Data Protection, Confidentiality and Information Security Policy	Request by writing
Data Protection Policy for Patients	Request by writing

### CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

**Class description:**

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Guidelines in accordance with SDCEP	<a href="http://www.sdcep.org.uk">www.sdcep.org.uk</a>

### CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

**Class description:**

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
NHS Charges	NHS Charges Scottish Dental <a href="http://www.psd.scot.nhs.uk/dentists/treatment-costs.html">www.psd.scot.nhs.uk/dentists/treatment-costs.html</a>
Private Charges Price Lists	Request by writing

### CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

**Class description:**

Information about how we manage the human, physical and information resources of [City Health Clinic](#)

The information we publish under this class	How to access it
Recruitment Policy	Request by writing
Performance and Capability Procedure	Request by writing
Employee Handbook	Request by writing
Disability Policy and Procedures	Request by writing
Equal Opportunities Policy	Request by writing
RIDDOR Policy	Request by writing
Record Keeping Policy	Request by writing
FOISA Model Publications 2014	Request by writing / Website
Child Protection Policy	Request by writing
Practice Policy for Public Protection	Request by writing

**CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS**

**Class description:**

Information about how we procure goods and services, and our contracts with external providers

<b>The information we publish under this class</b>	<b>How to access it</b>
Procurement of Infection Control and Decontamination Items	Request by writing

**CLASS 7: HOW WE ARE PERFORMING**

**Class description:**

Information about how we perform as an organisation, and how well we deliver our functions and services

<b>The information we publish under this class</b>	<b>How to access it</b>
Audit and significant event Analysis Policy	Request by writing
Complaints Policy	Request by writing

**CLASS 8: OUR COMMERCIAL PUBLICATIONS**

**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

<b>The information we publish under this class</b>	<b>How to access it</b>
We do not have any commercial publications	