

Information available from Elite Dental Studio under the Freedom of Information Act model publication scheme

Information covered by this scheme is only about the dental services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (eg hard copy, website)	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website	Free
Who's who in the practice	Website	Free
Contact details for the practice (named contacts where possible with telephone number and email address (if used))	Website	Free
Opening hours	Website	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Email Request: FOIA@elitedentalstudio.co.uk	£20
Details on NHS funding received by the practice and the cost of	Email Request: FOIA@elitedentalstudio.co.uk	£20

operating the NHS contract. We would expect dentists to consider publishing as much information as possible, including as much detail as possible.		
Total annual expenditure on the provision of our contracted services (since most practices also provide care to patients on a private basis, the costs have been apportioned)	Email Request: FOIA@elitedentalstudio.co.uk	£20
Audit of NHS income, if held	Not held	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Email Request: FOIA@elitedentalstudio.co.uk	£20
Plans for the development and provision of NHS services	Email Request: FOIA@elitedentalstudio.co.uk	£20
Performance data including performance against targets	Email Request: FOIA@elitedentalstudio.co.uk	£20
Practice inspection. Inspection reports by regulators (for England: the Care Quality Commission (CQC); Wales: Healthcare Inspectorate Wales; or Northern Ireland: the Regulation and Quality Improvement Authority (RQIA))	CQC Website	Free

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous year as a minimum</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>£20</p>
<p>Records of decisions made in the practice/firm affecting the provision of NHS services.</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>£20</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p> <p>Here we have listed the policies we would expect practices to have. Any additional policies should also be listed. Mark “not held” against any policies that are not actually held.</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Policies and procedures about customer service</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Policies and procedures about employment of staff</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Equality and diversity policy</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Health and safety policy</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Infection control policy</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
<p>Radiation protection checklist</p>	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>
	<p>Email Request: FOIA@elitedentalstudio.co.uk</p>	<p>Free</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Email Request: FOIA@elitedentalstudio.co.uk	Free
Confidentiality and data protection policies	Email Request: FOIA@elitedentalstudio.co.uk	Free
Policies and procedures for handling requests for information	Email Request: FOIA@elitedentalstudio.co.uk	Free
Practice information leaflet	Email Request: FOIA@elitedentalstudio.co.uk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
We recognise that it is unlikely that dentists are going to have registers available for public inspection and while this remains the case “none held” can be entered in this section.	Not held	Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Internet	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public) Current information only	Website	Free
	Website	Free

The services provided under contract to the NHS		
Charges for any of these services	Website	Free
Information leaflets	In surgery	Free
Out of hours arrangements	Website	Free