



**Publication Scheme under Freedom of Information Act**  
**Guide to the Information Published by Lewes High Street Dental Practice**

**This is a guide to the information published by each of the NHS dentists at Lewes High Street Dental Practice. This guide is the dentist's Publication Scheme as required by the Freedom of Information Act 2000.**

The dentists are:

- Mr Steven Kell
- Mrs Jennifer Ching
- Miss Fay Jones
- Mr Gregory Coffey
- Current Foundation Trainee Dentist (Mr Abanoub Beshara)

### **Introduction**

The Publication Scheme is a complete guide to the information routinely made available to the public by the dentists at Lewes High Street Dental Practice. It is not a complete list of publications since this will change as other things are produced, but it is a description of the classes of information we provide.

This guide will be reviewed at regular intervals and we will monitor its effectiveness.

### **How much do they cost?**

All publications are free unless otherwise stated.

### **How are they published?**

The information is available in hard copy from Emily Ashdown (Practice Manager) or Steven Kell (Practice Owner).

### **Your right to information**

As well as our published information, present and former patients of the practice have the right to access the personal information that we hold about them in accordance with the Data Protection Act 1998. Details of how you can do this are contained in the Practice Data Protection Policy which is available from Emily Ashdown (Practice Manager).

## Feedback

We have produced this guide in order to comply with the freedom of Information Act 2000. The purpose of the Act is to encourage organizations working for the public to be more open about the information they have. We welcome your views on additional classes of information which might be included and on the publications themselves. If you have any comments or suggestions about the scheme, please send them in writing to:

Miss Emily Ashdown  
Lewes High Street Dental Practice  
60 High Street  
Lewes  
East Sussex  
BN7 1XG

## Classes of Information

We hold various types of information which we review, retain or dispose of according to NHS rules. Our information is classed into seven categories:

1. Who we are
2. Our services
3. Financial Information
4. Information for patients and the public
5. Complaints
6. Our policies and procedures
7. This guide

### Class 1: Who we are

#### Personnel:

Name	1 <sup>st</sup> GDC Registration	M/F	Full/Part Time
<b>Dentists:</b>			
Mr Steven Kell BDS MFGDP RCS DPDS	31/12/1993	M	Full Time
Mrs Jennifer Ching BDS (Hons) MJDF	06/07/2006	F	Part Time
Mr Gregory Coffey BDS (Hons) MSc	19/07/2013	M	Part Time
Miss Fay Jones BDS MFDS RCS PGDiP	22/07/2015	F	Part Time
Mr Abanoub Beshara BDS	13/08/2020	F	Full Time
<b>Hygienists:</b>			
Mrs Sue Ashdown CEB	03/07/1980	F	Part Time
Mrs Rachael Perrie DDHT	05/02/2008	F	Part Time

**Practice Manager:**

Miss Emily Ashdown (also a nurse)	28/08/2013	F	Full Time
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**Nurses:**

Mrs Jo Colburn	04/06/2008	F	Part Time
Mrs Gillian Sandalls	19/02/2008	F	Part Time
Mrs Deborah Campbell	12/11/2007	F	Full Time
Miss Elizabeth Tyrer	10/05/2019	F	Full Time

**Receptionists:**

Mrs Lorraine Alderson	N/A	F	Part Time
Mrs Alison Walder	N/A	F	Part Time

The details of the dentists at Lewes High Street Dental Practice are contained in the practice leaflet and details of all personnel are on the practice's website; [www.lewesdental.co.uk](http://www.lewesdental.co.uk)

**Class 2: Our services**

Information about our services is contained in the practice's patient information leaflet which is available in the practice's waiting room or upon request to our reception team. The information includes:

Opening times:	Monday	8.45am – 5.10pm
	Tuesday	8.45am – 5.10pm
	Wednesday	8.45am – 5.10pm
	Thursday	8.45am – 6.40pm
	Friday	8.45am – 5.10pm
	Saturday	8.45am – 1.00pm (1 <sup>st</sup> one of the month only)
	Sunday	Closed
	Bank Holidays	Closed

Emergency Care: Emergency slots are kept free every day by every dentist for patients who ring on the day in pain.

Out of hours or when we are closed patients are advised to call the emergency dental service on 01273 486444.

Opening hours:	6.30pm – 10.30pm	Weekdays
	9.30am – 1.30pm	Weekends
	9.30am – 1.30pm	Bank Holidays

Access: As we are based on the first and second floors of a listed building our disabled access is limited, all new patients to the practice are advised of this.

Languages we speak: We are all English speaking, however, for those patients who have sensory impairment or speak another language we can provide an interpreter when given advanced warning.

Sedation:	We do not offer IV sedation at the practice however, should it be necessary we can refer to a practice that does.
Orthodontic treatment:	Orthodontic treatment is not available at the practice but if it is required we can refer to orthodontic specialists
Hygienists:	We currently have two part-time hygienists.
Therapists:	We currently have no therapists at the practice.
Implants:	We offer the restorative phase of implants here at the practice.
Dentures/Prosthetics:	All dentists are able to offer prosthetic replacements for lost teeth.

We provide a full range of dental treatments under contract to the NHS and also on a Private basis.

### **Class 3: Financial information**

We receive funding for our NHS services from the NHS based on a test period in 2005 on the amount of patients seen. Our charges for NHS treatment are governed by the NHS regulations and an NHS fee scale.

We can provide information on patients who will be exempt for NHS charges if they are claiming certain benefits.

We also have a price list of our private charges and Denplan fees displayed on our website and in our waiting room.

### **Class 4: Information for patients and the public**

We can make available information about:

- Types of dental treatment
- Healthy diet
- Healthy teeth
- Periodontal Disease
- Reducing anxiety about dental care
- Other health information such as implants and giving up smoking
- NHS information leaflets

Please ask at reception regarding these.

### **Class 5: Complaints**

We have a practice complaints procedure which is displayed in the waiting room and a copy can be requested at reception which is available from Miss Emily Ashdown (Practice Manager) or Mr Steven Kell (Practice Owner).

### **Class 6: Practice Policies**

We have policies and procedures which help ensure that the practice operates in a safe and efficient manner. These include (but are not an exhaustive list):

- Data Protection
- Data Security
- Confidentiality
- Health and Safety
- Radiation Protection (Local Rules)
- Cross Infection Control
- Payments policy
- Equal opportunities
- Information Governance
- Medical Emergencies

Copies of these policies can be made available and should be requested at reception.

### **Class 7: This guide**

This guide will be reviewed regularly and we will also keep the list of publications up to date.

From January 2005 we are required by the Freedom of Information Act to respond to requests from the public to access recorded information that we hold. There are some exemptions to this right and it does not change the rights of our patients to have all of their personal information kept strictly confidential and available upon request.

### **Further information**

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

[www.onformationcommissioner.gov.uk](http://www.onformationcommissioner.gov.uk)

[www.lcd.gov.uk](http://www.lcd.gov.uk)

[www.foi-uk.org](http://www.foi-uk.org)

[www.foi.nhs.uk/practice](http://www.foi.nhs.uk/practice)

### **Cost of Information**

- All records requested by patients are given to patients free of charge unless deemed excessive. In the rare case that a charge is applied, only an administrative fee can be charged.
- Via the primary care trust website or Lewes High Street Dental Practice Website – Free of charge, although any charges for Internet Service Provider and personal printing costs would have to be met by the individual requesting it.
- For those patients without internet access, a single print out as on the website or of a policy would be available by request to reception. However, multiple print outs, or archived copies of documents or files may attract a charge for printing and postal costs if necessary. We will advise you of any costs upon request.
- Leaflets and brochures are free.

These charges will be reviewed regularly.