



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 Katie Henry
 Current Foundation Trainee Dentist (Miss Jenny Smith)

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 Olivia Rolt (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 Olivia Rolt (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 Olivia Rolt
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 st GDC Registration	M/F	Full/Part Time
Dentists:			
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
Miss Katie Henry BDS	27/06/2006	F	Full Time
Miss Jenny Smith BDS	&&&&&&	F	Full Time
Hygienists:			
Mrs Sue Ashdown CEB	03/07/1980	F	Part Time
Mrs Rachael Perrie DDHT	05/02/2008	F	Part Time
Hygienist/Therapist:			
Miss Hayley Warren	06/08/2012	F	Part Time

Practice Manager:

Miss Olivia Rolt (also a nurse)	27/05/2008	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
Miss Tracey Gibson	22/11/2007	F	Part Time
Miss Emily Ashdown	28/08/2013	F	Full Time
Mrs Deborah Campbell	12/11/2007	F	Full Time

Dental Technician/Denture specialist:

Mr Andy Evans		M	Part Time
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Receptionists:

Mrs Lorraine Alderson	N/A	F	Full Time
Mrs Sally Steele	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

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 – 5.00pm
	Tuesday	8.45am – 5.00pm
	Wednesday	8.45am – 5.00pm
	Thursday	8.45am – 6.40pm
	Friday	8.45am – 5.00pm
	Saturday	8.45am – 1.00pm (1 st 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.
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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.
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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 (currently Total Orthodontics rent a surgery from our practice but are a separate company to us).
Hygienists:	We currently have three part-time hygienists.
Therapists:	We currently have one part-time therapist.
Implants:	We offer the restorative phase of implants here at the practice.
Dentures/Prosthetics:	We currently have a dental technician working with us who is training to specialize in making dentures and carries out the majority of our denture work.

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.

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 Olivia Rolt (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

www.lcd.gov.uk

www.foi-uk.org

www.foi.nhs.uk/practice

Cost of Information

- For the most part the practice will only charge for hard copies. Some information is available free, but for other publications there may be a charge to cover the costs of producing them. Charges are as follows: No more than £50 per document.
- 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.