

## Information available from Bryn Darland Surgery, Coedpoeth under the Freedom of Information Act

Information covered by this scheme is only about the primary, general or personal medical services we provide under contract to the National Health Service.

Information to be published	How the information can be obtained (e.g. hard copy or website)	Cost
<b>Class 1 - Who we are and what we do</b>		
Doctors in the practice	Dr Dyfrig Davies, Dr Debra Davies and Dr Anna Billings, these three Doctors practice together in a partnership at Bryn Darland Surgery, High Street, Coedpoeth	N/A
Contact details for the practice	<i>Telephone 01978 720285</i> <i>Fax 01978 757871</i> <i>Web site <a href="http://bryndarland.co.uk">bryndarland.co.uk</a></i>	N/A
Opening hours	<p><b>Times of surgery's etc.</b></p> <p>Monday 8.30 – 10am open surgery to see Doctors 8.30 - 10.30 open surgery to see Nurse Practitioner 9am – 12.30 by appointment to see Practice Nurse 9am – 11am Phlebotomy Clinic no appointment 11am – 12.30 Home visits INR 1pm 2.30 INR Clinic 3.30 - 6pm by appointment to see Doctor and Nurse Practitioner</p> <p>Tuesday 8.30 – 10am open surgery to see Doctors 8.30 – 10.30 open surgery to see Nurse Practitioner 9am – 12.30 By appointment to see Practice Nurse 9am - 10.30 Health Care Assist. available bloods, smoking weight etc</p>	N/A

	<p>1pm - 3pm appointments to see Doctor  1pm - 2.30 open surgery to see Nurse Practitioner  1pm – 4.30 By appointment to see Practice Nurse  3pm – 6pm By appointment to see Nurse Practitioner  3.30 – 4.30 Minor Surgery  4.30 – 6pm Weight loss clinic</p> <p>Wednesday 8.30 – 10am open surgery to see Doctor  8.30 – 10.30 open surgery to see Nurse Practitioner  9am – 12.30 Phlebotomy services no appointment  12.30 – 4.30 By appointment to see Practice Nurse  1pm - 3pm Baby Clinic  3.30 - 6pm by appointment to see Doctor and Nurse Practitioner  4.30 - 6.30 By appointment weight loss clinic</p> <p>Thursday 8.30 – 10am open surgery to see Doctor  8.30 – 11am open surgery Practice Nurse  11.15 – 11.45 by appointment to see Practice Nurse.</p> <p>Friday 8.30 – 10am open surgery to see Doctor  8.30 – 10.30 open surgery to see Nurse Practitioner  9am – 12.30 Phlebotomy services no appointment  1 – 3pm By appointment to see Nurse Practitioner  2 - 3pm Smear Clinic twice a month  3.30 - 6pm by appointment to see Doctor and Nurse Practitioner</p> <p>In the evening if there are no appointments left and it is an emergency you present to surgery at 3.30, the Nurse Practitioner will see you and if necessary send you into a Doctor.</p> <p>Should you need a Doctor out of hours just ring the Surgery 01978 720085 and the call will automatically be transferred to the emergency service.</p> <p>Dr Dyfrig Davies has a particular interest in minor surgery, with the two lady Doctors doing Baby Clinic's, and smear clinic.</p>	

Other staffing details	<i>Nurse Practitioner Elaine Ashfield Practice Manager Sandra Windsor Other information available from the Practice Manager</i>	<i>N/A</i>
<b>Class 2 - What we spend and how we spend it</b>		
Total cost to the PCT/LHB/HSSB of our contracted services.	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Audit of NHS income	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
<b>Class 3 – What our priorities are and how we are doing</b>		
Plans for the development and provision of NHS services	<i>Please see our website or contact the Practice Manager</i>	<i>N/A</i>
<b>Class 4 – How we make decision</b>		
Records of decisions made in the practice affecting the provision of NHS services	<i>Available on request from the Practice Manager</i>	<i>N/A</i>

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures about the employment of staff	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Internal instructions to staff and policies relating to the delivery of services	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Equality and diversity policy	<i>attached</i>	<i>N/A</i>
Health and safety policy	<i>attached</i>	<i>N/A</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>attached</i>	<i>N/A</i>
Records management policies (records retention, destruction and archive)	<i>Available on request from the Practice Manager</i>	<i>N/A</i>
Data protection policies	<i>attached</i>	<i>N/A</i>
Policies and procedures for handling requests for information	<i>Please see our website</i>	<i>N/A</i>
Patients' charter	<i>Please see our website</i>	<i>N/A</i>
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	<i>None Held</i>	<i>N/A</i>
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public)		
Current information only		

The services provided under contract to the NHS	<i>Weight Loss, INR Clinic, Diabetic, Health Checks (Male and Female), Smear Clinic, CHD, Baby Clinic, Chiropody, Dietician, Smoking Cessation, Counselling, Holiday Vaccines</i>	
Charges for any of these services	<i>No charge for any services</i>	
Information leaflets	<i>Practice leaflet, Child Health, Hot Children, now you are pregnant, these leaflets provided on paper, in large print, on tape and CD, the practice leaflet also provided in Braille</i>	<i>n/a</i>
Out of hours arrangements	<i>Please see our website or information leaflets</i>	<i>N/A</i>

*Please note: If you are unable to access information through the website paper copies are available, although charges may apply, please contact the Practice Manager for further details.*