

Guide To The Information Published By Ravenshead Dental Practice

This guide is the dentists' Publication Scheme as required by the [Freedom of Information Act 2000](#).

We have the following clinicians at Ravenshead Dental Practice:

Dr Laurie Carlson-Hedges is the principal dentist

Dr Ryan Jeyakumar is a part time dentist

Dr Joe Vere part time implant consultant

Dr Sam Elwick is a part time dentust

Miss Michelle Jones as the practice dental therapist.

Introduction

This Publication Scheme is a complete guide to the information routinely made available to the public by the dentist at Ravenshead 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 that we provide. A full list of publications is available by contacting Dr L. Carlson-Hedges who is responsible for our Scheme.

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?

All of the information is available in hard copy from Dr L Carlson-Hedges.

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 to do this is contained in the [Practice Data Protection Policy](#) which is available from Dr L. Carlson-Hedges.

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 Dr L. Carlson-Hedges at the Practice.

Classes of information

We hold various types of information which we review, retain or dispose of. 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

Details of all the dentists and the dental therapists and dental hygienists are contained in the [practice information leaflet](#). Details include name, sex and date of first registration with the General Dental Council, specialist status and whether they are full or part time. The names of the other staff are also included.

Class 2: Our services

Information about our services is contained in the [practice information leaflet](#) which is available at Reception. The information includes:

- Opening times
- Arrangements for emergency care
- Details of access to the premises for people with disabilities
- Whether we have a dental hygienist or orthodontic treatment is available
- Information about the care and treatment provided by the practice

The practice only offers private care to patients.

Class 3: Financial information

We have information about:

- Our private charges
- Our monthly payment plans with Denplan

Our income from Denplan derives primarily from monthly fees. The rest of income is gained from a private fee per item basis, and from the sale of dental sundries.

Class 4: Information for patients and the public

We make available information leaflets about:

- Types of dental treatment
- Healthy diet
- Healthy teeth
- Reducing anxiety about dental care
- Other health information

Copies of leaflets are available from the dentist or therapist.

Class 5: Complaints

We have a [practice complaints procedure](#), a copy of which is available from Dr L. Carlson-Hedges or Laura Brown (complaints lead).

Class 6: Practice policies

We have policies and procedures which ensure that the practice operates in a safe and efficient manner. These include:

- [Data protection](#)
- [Data security](#)
- [Confidentiality](#)
- [Health and Safety](#)
- [Radiation protection](#)
- [Infection Control Policy.docx](#)
- [Payments policy](#)
- [Equal opportunities](#).

Copies of the policies are available on request from 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 have been 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 to them on request.

Further information

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

<https://ico.org.uk/>

Ravenshead Dental Practice

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

DECLARATION FORM

FOR ADOPTION OF BDA MODEL SCHEME FOR DENTISTS

Name of Public Authority:

Ravenshead Dental Practice
 1a Milton Court, Ravenshead, Nottingham, NG9 3LG
 01623 792186
 info@ravensheaddental.com

Names of dentists at the practice covered by this scheme:

Dr Laurence Carlson-Hedges
 Dr Joe Vere
 Dr Ryan Jeyakumar
 Dr Sam Elwick

have adopted the British Dental Association's Model Publication Scheme for dental practices produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature

Position

Date

The contact details for the person who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Name: Dr Laurie Carlson-Hedges
 Position: Principal Dentist
 Contact: Ravenshead Dental Practice
 1a Milton Court
 Ravenshead
 Nottingham
 NG15 9BD
 01623 792 186
 info@ravensheaddental.com