

PUBLICATION SCHEME FOR NHS BOARDS ¹

**We are NHS Lothian and this is our Publication Scheme
under the Freedom of Information (Scotland) Act 2002**

Here you will find the information we publish about:

Who we are

What we do

The decisions we take

How to obtain information

¹ Made under Section 24 of the Freedom of Information (Scotland) Act 2002 covering Health Boards established under Section 2 of the National Health Service (Scotland) Act 1978 ('the Act') or a Special Health Board created under Section 10(1) of the Act or by Statutory Orders made by Scottish Ministers under the Act.

Statement of availability of document in alternative formats

We recognise our obligations as a public authority under equality legislation to make information accessible to all sectors of the community and we will provide this information as audio recordings and in Braille on request.

You can get this document in approximately 40 community languages, as well as on tape, in Braille, **large print** and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number **00472**. ITS can also give information on community language translations. A link to the ITS website is shown below.

Aby uzyskać informacje na temat tłumaczenia tego dokumentu w Państwa języku ojczystym, prosimy zadzwonić do Biura Tłumaczeń Ustnych i Pisemnych (ang. ITS) pod nr tel. 0131 242 8181 i podać numer referencyjny 00472.

اس کتابچے کے اردو ترجمے کے متعلق معلومات کیلئے برائے مہربانی انٹرنیشنل اینڈ ٹرانسلیشن سروس (ITS) کو 0131 242 8181 پر ٹیلیفون کریں اور ریفرنس نمبر کا حوالہ دیں۔

বাংলা ভাষায় এই ডকুমেন্ট অনুবাদ করার ব্যাপারে তথ্য পাওয়ার জন্য ইন্টারপ্রেটেশান এ্যান্ড ট্রান্সলেশান সার্ভিস-(আই.টি.এস.)এর সাথে 0131 242 8181 নম্বরে ফোন করে রেফারেন্স নম্বর উল্লেখ করবেন।

欲查詢本文件的中文翻譯，請致電愛丁堡市議會傳譯及翻譯服務部(ITS)，電話0131 242 8181並說明檔案編號。

للمزيد من المعلومات حول ترجمة هذه الوثيقة إلى اللغة العربية الرجاء الاتصال بمكتب خدمة الترجمة الفورية والتحريرية (ITS) على رقم الهاتف 0131 242 8181 وذكر الإشارة رقم .

http://www.edinburgh.gov.uk/internet/City_Living/Interpretation_and_translation_services/CEC_the_interpretation_and_translation_service_its

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Section 1 - Introduction to the Publication Scheme

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a general right of access to all recorded information held by Scottish public authorities. Anyone can use this right, and we can only withhold information where FOISA expressly permits it.

Section 23 of FOISA also requires Scottish public authorities to maintain a Publication Scheme. A Publication Scheme sets out the types of information that a public authority routinely makes available and is subject to approval by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are obliged to review this Scheme from time to time.

The aim of the Publication Scheme is to provide you with access to information that we routinely publish and demonstrate our openness and transparency in the decisions we take. The scheme tells you how you can access this information. It tells you whether information is available free, or if there is a charge for the information. Our aim is to make information we hold easily available and to explain how you may access this information, including details of:-

- (a) the services that we provide, the costs of those services, and their availability;
- (b) the facts, consultation and analysis we have taken into account to reach decisions; and
- (c) the reasons for decisions made.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. Environmental information may include, for example, information on the air, water, soil and land and about energy, noise, radiation, waste and other things that may affect the earth. It also may include information about our policies, plans and activities likely to affect the state of human health and safety – for example, the cleanliness of our premises and control of infection. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs.

This scheme does not cover personal information we hold, for example health or employee records. There are separate laws about how individuals access their own personal information. See section 11 for more details.

This scheme will be subject to review from time to time by us in order to keep it up to date. In addition, the Scheme has to be completely reviewed and re-submitted to the Scottish Information Commissioner for re-approval periodically. It is expected that the next complete review will be in 2014.

Section 2 - About NHS Boards

The NHS in Scotland is a large and complex collection of organisations for which the Scottish Government and the Cabinet Secretary for Health and Wellbeing have overall responsibility.

Health Boards and Special Health Boards are created by Acts of the Scottish Parliament and are individual corporate bodies. There are fourteen Geographic Health Boards operating across defined geographic areas (largely based on one or more local authority area). There are also seven Special Health Boards and one agency of the NHS, the Common Services Agency for the Scottish Health Service (commonly known as NHS National Services) which provide services on a national basis.

Legislation approved by the Scottish Parliament determines the membership of individual Boards.

The Board Membership comprises a Chairman and others appointed by the Scottish Ministers. The composition of individual Boards will vary but each Board may contain, depending on local circumstances:

- (a) directly elected Members*;
- (b) Councillors nominated by local authorities within the Health Board area;
- (c) a representative of a University Medical School;
- (d) an individual representing the employees of the Health Board, known as the Employee Director;
- (e) A member of a body set up by the Health Board which represents health care professionals working in the Health Board area;
- (f) those appointed from the senior employees, known as Executive Directors;
- (g) Members of a Community Health Care Partnership; and
- (h) those who have applied to the Scottish Government for appointment following public advertisement.

For Special Health Boards and the Common Services Agency categories (a), (b), (c) and (g) would not apply.

*Under the Health Boards (Membership and Elections) (Scotland) Act 2009 approved in April 2009, Scottish Ministers have power to arrange for a proportion of members of Health Boards to be elected by those aged 16 and over who, were they 18 or above, would have a right to vote at local authority elections. Elections to Health Board are being progressed on a pilot basis initially.

Through instructions and guidance issued by the Scottish Ministers, Health Boards are responsible for implementing national health service policy and for providing services for the treatment of illness and the promotion of good health to the population of Scotland.

The fourteen Health Boards operating across defined geographic areas are responsible for local health planning and improvement and for the delivery of hospital, community and primary care services. How these services are organised and delivered will vary between Boards.

Community Health Partnerships, or Community Health and Care Partnerships, may be established under Statutory Orders made by the Scottish Ministers to manage certain functions of the Board. Further information on the role of individual Community Health (and Care) Partnerships is detailed on page 6 and 7 below, and can be found at :-

Edinburgh CHP -

<http://www.nhslothian.scot.nhs.uk/community/edinburghCHPs/edinburghCHPs.asp>

Edinburgh CHP: St Roque, Astley Ainslie Hospital, 133 Grange Loan, Edinburgh EH9 2HL. Tel No: 0131 537 9525.

East Lothian CHP -

<http://www.nhslothian.scot.nhs.uk/community/EastLothianCHP/whoweare.asp>

East Lothian CHP, Edenhall Hospital, Pinkieburn. Musselburgh, EH21 7TZ. Tel: 0131 536 8011

Midlothian CHP -

<http://www.nhslothian.scot.nhs.uk/community/midlothianchp/default.asp>

Midlothian CHP, Dalkeith Medical Centre, 24-26 St Andrew's Street, Dalkeith, EH22 1AP. Tel: 0131 561 5531

West Lothian CHCP - <http://www.westlothianchcp.org.uk/>

West Lothian Community Health & Care Partnership, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. Tel: 01506 282930

Health Boards also work with independent NHS doctors, dentists, pharmacists and opticians who are contracted by the Board to provide primary health care services to the local population. These people are known as primary care contractors or General Practitioners (GPs). General Practitioners are subject to FOISA but are not covered by this Scheme as they have their own practice-based schemes. We tell you how to find details of these independent practitioners in Section 12 Class (g) below.

The fourteen geographical Health Boards are:-

Ayrshire & Arran

Borders

Dumfries & Galloway

Fife

Forth Valley

Grampian

Greater Glasgow (commonly known as NHS Greater Glasgow and Clyde)

Highland

Lanarkshire

Lothian

Orkney

Shetland

Tayside

Western Isles

The seven Special Health Boards which provide services on a national basis are:

NHS Quality Improvement Scotland ²

NHS Health Scotland

NHS Education for Scotland

The National Waiting Times Centre Board (commonly known as The Golden Jubilee National Hospital)

Scottish Ambulance Service Board

The State Hospitals Board for Scotland

NHS 24

The Common Services Agency (known as NHS National Services Scotland) provides support functions to the NHS in Scotland through the delivery of a range of national and specialist services e.g. providing legal services for the NHS, and collection of national data and statistics.

NHS Lothian is a geographical Health Board which:

- has its main office at Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG
- covers Edinburgh, East Lothian, Midlothian and West Lothian
- NHS Lothian provides a comprehensive range of primary, community-based and acute hospital services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian.

NHS Lothian provides services for the second largest residential population in Scotland - circa 800,000 people. It employs nearly 28,000 staff, including approximately 15,000 nurses (registered and unregistered) and midwives and around 2,700 medical staff.

NHS Lothian is still a very young organisation. It was established in 2001 as the 'umbrella' organisation for all Lothian health services, with strategic planning and leadership provided by Lothian NHS Board. The new unified board was tasked with breaking down the artificial barriers that had existed between the former health authority, Lothian Health, and the region's three former NHS trusts - Lothian University Hospitals, Lothian Primary Care and West Lothian Healthcare.

The dissolution of the three trusts in 2003-2004 means that a single health authority now oversees the planning and delivery of all the region's local health services.

Through this new stream-lined 'single system' model of working - which we are evolving continually - we aim to improve services for our patients and provide greater satisfaction for our staff.

NHS Lothian's principal health organisations are:

- Lothian NHS Board - <http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/lhb.asp> -

² A Bill introduced before the Scottish Parliament in May 2009 proposes that NHS Quality Improvement Scotland will become part of a new organisation to be known as Health Improvement Scotland from April 2011.

Lothian NHS Board is responsible for investing approximately £1 billion a year in health care services. Its main role is to protect and improve the health of the people of Lothian and plan services for the local population. Lothian NHS Board, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG. Tel: 0131 536 9000.

- University Hospitals Division -

- <http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/luhd.asp>. NHS

Lothian's University Hospitals Division (UHD) provides a comprehensive range of acute adult and children's services to the population of Edinburgh and the Lothians, and more specialised health services for patients from all over Scotland. Royal Infirmary of Edinburgh, 51 Little France Crescent, Old Dalkeith Road, Edinburgh, EH16 4SA. Tel: 0131 536 1000

- Primary and Community based services -

- <http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/community.as> -

NHS Lothian provides a comprehensive range of primary and community-based services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. A range of specialist hospital services includes acute psychiatry, care of the elderly, learning disabilities and rehabilitation. Astley Ainslie Hospital, 133 Grange Loan, Edinburgh, EH9 2HL. Tel: 0131 537 9000

- Community Health Partnerships (CHPs) -

- <http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/CHPs.asp> -

CHPs provide a focus for the integration between primary care and specialist services, and with social care, and ensure that health improvement is placed at the heart of both service planning and delivery. Contacted details provided on page 3. More details on CHPs on pages 6 and 7.

- NHS Lothian works in co-operation with other Boards in providing various regional or specialist functions as follows:

- South east Mobility and Rehabilitation Technology (Smart) - NHS Fife and NHS Borders - <http://www.smart.scot.nhs.uk/>
- Transplant Unit within NHS Lothian is the liver transplant unit for the whole of Scotland, the pancreas transplant unit for the whole of Scotland and the kidney transplant unit for the east coast of Scotland.
- Laboratory Services – NHS Fife and NHS Borders
- General Medicine – NHS Dumfries and Galloway, NHS Fife and NHS Borders (other for various services)
- Dermatology – NHS Borders
- Neonatal intensive-care unit - NICU
- Royal Hospital for Sick Children – RHSC (specialty services)
- Cystic Fibrosis – NHS Tayside, NHS Fife, NHS Borders and NHS Dumfries and Galloway.
- Sleep Medicine - NHS Fife, NHS Borders and NHS Dumfries and Galloway.

- Plastics/Burns – NHS Fife, NHS Borders and NHS Highlands
- Regional Infectious Disease Unit - RIDU
- Gynaecological Oncology – NHS Fife and NHS Borders
- Oncology Services – NHS Fife, NHS Borders and NHS Dumfries and Galloway.
- Neurosciences – National
- Oral Maxillofacial services – NHS Borders
- Orthodontics – NHS Borders
- Cardiothoracic Surgery - NHS Fife, NHS Borders and NHS Dumfries and Galloway.

The main governing Body of NHS Lothian is the Board, which comprises a Chairman, eight Executive Directors and eighteen other Members who have overall responsibility for the strategic decisions and management of the organisation.

The categories of members for Lothian NHS Board are:-

Chair (1)

Executive Directors (8)

Non Executive Lay Members (11)

Non Executive Stakeholder Members (6)

<http://www.nhslothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/members.asp>

A variety of Groups and Committees are responsible to the Board for specific functions.

Further information on the Committee Structure is provided under Section 12 Class (a) below.

Operational management of the Board is the responsibility of the Chief Executive and Principal Directors. Further details are available under Section 12 Class (a).

Community Health Partnerships, or CHPs for short are organisations set up across Scotland to provide a wide range of community based health services delivered in the community in homes, health centres and clinics.

Within Lothian, there are 3 CHPs and one Community Health Care Partnership (in West Lothian):

- Edinburgh CHP - <http://www.nhslothian.scot.nhs.uk/community/edinburghCHPs/edinburghCHPs.asp>

Edinburgh CHP is part of the Joint Directorate of Health and Social Care between NHS Lothian and the City of Edinburgh Council that brings Primary Care and Community Health services together with Adult and Older People's Social Care services. The Joint Directorate has a single management structure with the Joint Director based at the Council Headquarters at Waverley Court and the CHP management team based at St Roque, Astley Ainslie Hospital.

The CHP is part of NHS Lothian, working closely together with social services and voluntary organisations and responsible for managing all community health

services in Edinburgh. The CHP provides services to around 495,000 people across 100 square miles and includes 77 GP Practices, clinics and community based services as well as pharmacists, dentists and opticians. The CHP provides services including Health Visiting, District Nursing, Mental Health, Physiotherapy, Podiatry, Dietetics, and Speech and Language services and others.

- East Lothian CHP -
<http://www.nhsllothian.scot.nhs.uk/community/EastLothianCHP/whoweare.asp>

East Lothian Community Health Partnership (CHP) manages and co-ordinates NHS services in East Lothian. The CHP is part of NHS Lothian and has the same boundary as East Lothian Council. The CHP will work closely together with Council and other statutory services, voluntary organisations and the community to develop health services in East Lothian.

East Lothian Community Health Partnership provides services in partnership with many of East Lothian Council's departments. These include Social Work, Education & Children's Services, Housing and Leisure and Recreation.

Services provided include:

Community Learning Disability Service, Psychology Department (Adult Services), Occupational Therapy (Adult Services), Physiotherapy Services (Adult Services), Speech and Language Therapy (Adult Services), Podiatry, Mental Health Services (Adult), Health Visitors, District Nurses, Stop Smoking Services, Public Health and Health Promotion, Nutrition & Dietetics Service and varies services at Roodlands Hospital.

East Lothian is approximately 270 square miles in area and has 43 miles of coastline. Our boundaries extend from Musselburgh, immediately east of Edinburgh's suburban edge, eastwards to Dunbar and beyond to the Scottish Borders. East Lothian CHP provides NHS services to nearly 95,000 people who live in East Lothian.

- Midlothian CHP -
<http://www.nhsllothian.scot.nhs.uk/community/midlothianchp/default.asp>

Midlothian Community Health Partnership (CHP) is part of NHS Lothian. The CHP manages community health services across the county and aims to help improve health and address health inequalities. The aim is to work closely with social services, voluntary services and the community to establish and develop high quality local services that meet the needs of everyone in Midlothian.

These services include:

Child Protection Services, Community Learning Disability Service, Community Mental, Health Services, Dental Services, District Nurses, GP Services, Health Visitors, Keeping Healthy, Maternity Services, Nutrition & Dietetics Service, Pharmacies / Chemists, Physiotherapy Services, Podiatry, Speech and Language, Stop Smoking Services, Young People's Services

Bordered by Edinburgh to the north, East Lothian to the east and the Scottish Borders to the south, Midlothian is home to a variety of thriving communities and

industries. The CHP provides services to around 84,000 people. It currently has 12 GP practices, two hospitals, and a number of clinics and community based services, including community nursing and therapy services as well as pharmacists/chemists, dentists and opticians.

- West Lothian CHCP - <http://www.westlothianchcp.org.uk/>

West Lothian Community Health and Care Partnership CHCP - In 2005, NHS Lothian and West Lothian Council joined forces to continue to bringing community based health and social care services closer together wherever possible and working in partnership to deliver more accessible, integrated and high quality services which are jointly planned and community-focused.

The CHCP manages a substantial range of NHS and council services including: community care, personal care, residential care, continuing care, mental health, general practitioner, dental, optician, pharmacist, district nursing, health visiting, five of the allied health professions, children's services, learning disabilities and physical disabilities.

West Lothian has a population of over 171,040 (as at June 2009) and is growing much faster than Scotland as a whole. West Lothian is approximately 15 miles west of Edinburgh, 30 miles east of Glasgow and covers 165 square miles. The main centres of population are Livingston, Bathgate and Linlithgow.

The work of the CHCP is governed by the Partnership Board, which is made up of four NHS members and four elected members from West Lothian Council, reflecting the equal involvement of health and council. The Board meets six-weekly in The Strathbrock Partnership Centre in Broxburn. The CHCP also has a Sub-committee to involve front-line staff, public and the voluntary sector.

The Lothian NHS Board Primary and Community Partnership Committee is chaired by a Non-Executive Director of Lothian NHS Board. The Chairs of each of the 4 NHS Lothian CHPs/CHCP are members of the Committee which also includes:

- a General Manager from each of the CHPs
- a Clinical Director from each of the CHPs
- 2 members from specialist hospital services - a senior manager and clinical director
- a Staff member from the Area Partnership
- a Finance member
- a Planning member
- Local Authority members

Section 3 - Preparing the Publication Scheme

We have adopted a Model Publication Scheme developed by a small representative working group of staff with FOI responsibilities with the endorsement of the Chief Executives of Health Boards. The Model is based on a generic template published by the Scottish Information Commissioner. In preparing the Model Scheme we have sought to ensure that the Scheme has regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services
- the facts that inform the important decisions we take; and
- the reasoning behind our decisions.

The working group has, as part of its work, consulted with:

- the 22 Health Boards who have been encouraged to engage with their Patient Focus and Public Involvement representatives (or equivalent)
- the Scottish Health Council
- the Scottish Patients' Association
- the Equality and Human Rights Commission for Scotland
- Consumer Focus Scotland
- the Scottish Government
- Members of the Scottish Parliament.

In preparing the Scheme authorities have also undertaken a review of the type of information commonly requested from Health Boards under Section 1 of the Freedom of Information (Scotland) Act 2002 in recent years. This has helped us decide on the content of this Publication Scheme.

Section 4 - Accessing Information under The Scheme

Information under this Publication Scheme will normally be available through the routes described below. *Section 12 – Classes of Information* - provides more details on the information available under the scheme.

Online:

Most information listed in our Publication Scheme is available to download from our website using the following address: http://www.nhslothian.scot.nhs.uk/your_rights/foi/index.asp. Often a link within *Section 12: Classes of Information* will take you direct to the relevant page or document. Where no such link is present, you can use our website's "Search" facility at <http://www.nhslothian.scot.nhs.uk/default.asp> (top right from any page).

If you are still having trouble finding any information listed under our scheme, then please contact Mr Richard Mutch, FOI Communications Manager (+44 (0)131 465 5698) - http://www.nhslothian.scot.nhs.uk/your_rights/foi/foi_contacts.asp, for further

assistance giving as much detail as you can about the information you are seeking.

By e-mail:

If the information you are looking for is listed in our Publication Scheme but is not published on our website, you can request that information by e-mailing us at richard.mutch@nhslothian.scot.nhs.uk. We will usually be able to send you the information you are looking for by email. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

You can also request information by phone. Please call Mr Richard Mutch, FOI Communications Manager - +44 (0) 131 465 5687 to request information available under this scheme.

By post:

To obtain information listed under the scheme as a printed document or other format by post, please send your request to: Richard Mutch, FOI Communications Manager, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG.

When writing to us to request information, please include your name, address and phone number and full details of the information you would like to receive. We may need to phone you to clarify the information you want.

Advice and assistance:

If you are unsure what the information that you want to access might be called, then please contact Mr Mutch via any of the methods listed above, and he will be happy to help.

Section 5 - Information that we may withhold

All information covered by our Publication Scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this Publication Scheme is to be as open as possible. You should note, however, that there might be limited circumstances where we may withhold information listed in *Section 12 – Classes of Information*. Information will only be withheld where FOISA (or in the case of environmental information, the Environment Information (Scotland) Regulations 2004) expressly permits it being withheld.

We may withhold information, for example, where its disclosure would breach the law of confidentiality, harm an individual's or an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach data protection legislation. This would include, for example, access to personal information contained within health records and other documents.

Whenever information is withheld we will inform you of this, and we will tell you why that information cannot be given to you. If we believe that some of the information you have requested cannot be disclosed under the Act, we may be able to provide you with some of the information which is sought, with the information which is withheld under FOISA removed.

If you wish to complain about our withholding information, please refer to Section 10 – Complaints relating to the Publication Scheme.

Section 6 – Charges for information available under the Publication Scheme

All the information described in our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by e-mail unless a specific charge is stated in *Section 12 – Classes of Information*.

We reserve the right to impose charges for providing information in paper copy or on a computer disc. Charges will reflect the actual costs of production and postage to us, as set out below.

In the event that a charge is to be made, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Under the Disability Discrimination Act we have a duty to provide services, including making information physically accessible when providing it. This may involve producing it in a larger type or different format where it is practicable to do so. We will meet the cost of this.

Reproduction costs:

Photocopied information will be charged at a standard rate of 10p per A4 copy (black and white) and 20p per A4 copy (colour). Electronic media will be charged at the rate of £1.00 per computer disc.

Postage cost:

We will pass on postage charges to you at the cost to us of sending the information by the method we normally employ for our routine correspondence. We may use a range of methods and carriers to deliver routine correspondence, but it should not cost you more than the equivalent of Royal Mail First Class postal rates. We will always tell you what the cost is before providing the information requested.

Details of any individual charges which differ from the above charging policy are provided within *Section 12 – Classes of Information*.

Section 7 - Our Copyright Policy

NHS Lothian holds the copyright for the vast majority of information in this Publication Scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit, and provided that the source of the material is identified.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please make a request to Mr Richard Mutch to re-use the information. Your request will be considered under the **Re-use of Public Sector Information Regulations 2005** which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information go to www.oqps.gov.uk or contact Mr Richard Mutch at the Board.

The Publication Scheme may contain information where the copyright holder is not NHS Lothian. In most cases, the copyright holder will be obvious from the documents. In cases where the copyright is unclear it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. This includes, for example, Ordnance Survey Maps which are Crown Copyright. Wherever possible, this scheme will indicate where we do not own the copyright on documents within *Section 12 – Classes of Information*.

Section 8 - Our Records Management and Disposal Policy

Information falling into the Classes will be retained in line with the NHS Lothian's Records Management Policy.

http://www.nhslothian.scot.nhs.uk/your_rights/foi/index.asp#2 or on request from Mr Richard Mutch, FOI Communications Manager - +44 (0) 131 465 5687, richard.mutch@nhslothian.scot.nhs.uk.

Normally documents provided via web-based resources are retained in that format for 3 years (longer if reviewed as still appropriate), but will be available subsequently on application to the contact at Section 4. Content of web pages generally will be revised periodically as required to ensure that information and guidance is current.

Health Boards are required to comply with guidance issued by the Scottish Government on the retention and destruction of records. The current Code of Practice is referred to within Circular NHS CEL (2008) 28, available at:

<http://www.scotland.gov.uk/Publications/2008/07/01082955/10> or on request from Mr Richard Mutch, FOI Communications Manager - +44 (0) 131 465 5687, richard.mutch@nhslothian.scot.nhs.uk.

Records that are of long-term value for legal or administrative purposes or for epidemiological, medical or historical research, may be selected for preservation and transferred to an archive or other place of deposit on the advice of the Keeper of Records. Summary descriptions, catalogues and lists of holdings are available under the Publication Scheme but the advice of the Scottish Information Commissioner is that the content of Archives themselves are not covered by the Publication Scheme. Access to information contained in historical records retained in the Archives is available free of charge. Archival holdings are usually unique documents, which can also be fragile. Therefore, some restrictions may apply, particularly to photocopying, however, alternative forms of reproduction will be made available wherever possible.

At NHS Lothian a formal Archive of historical records is maintained at the Lothian Health Service Archive. Summary descriptions, catalogues, access instructions and lists of holdings within that Archive are available by contacting Lothian Health Services Archive in any of the ways listed below:

Lothian Health Services Archive
Centre for Research Collections
Edinburgh University Library
The University of Edinburgh
George Square
Edinburgh EH8 9LJ

Web: [LHSA Email Enquiry Form](http://www.lhsa.lib.ed.ac.uk/contact/email.html) - <http://www.lhsa.lib.ed.ac.uk/contact/email.html>

Email: lhsa@ed.ac.uk

Tel: +44 (0)131 650 3392

Fax: +44 (0)131 650 2922

Section 9 - Feedback

FOISA requires that we review our Publication Scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this Publication Scheme, then please contact us. You may, for example, wish to tell us about:

- other information that you would like to see included in the Publication Scheme;
- whether you found the Publication Scheme easy to use;
- whether you found the Publication Scheme useful;
- whether our staff were helpful;
- other ways in which our Publication Scheme can be improved.

Please send any comments or suggestions to Mr Richard Mutch, FOI Communications Manager, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG, EH8 9RS, +44 (0) 131 465 5687, richard.mutch@nhslothian.scot.nhs.uk.

Section 10 - Complaints relating to the Publication Scheme

Our aim is to make our Publication Scheme as user-friendly as possible, and we hope that you find it easy to access all the information we publish. If you do wish to complain about any aspect of the Publication Scheme, please contact us, and we will try to resolve your complaint as quickly as possible. You can contact:

Mr Richard Mutch, FOI Communications Manager, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG, +44 (0) 131 465 5687, richard.mutch@nhslothian.scot.nhs.uk.

We will acknowledge your complaint and will respond in full within twenty working days.

You also have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to requests for information made in writing* or another recordable format. If you are unhappy with our responses to your request, you can ask us to review our decision by writing to NHS Lothian FOI Reviewer, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG (richard.mutch@nhslothian.scot.nhs.uk) and if you are still unhappy following review of your request, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three-step process or, you can contact his office, Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

Section 11 - How to access Information which is not available under this Scheme

If the information you are seeking is not available under this Publication Scheme, then you may wish to request it from us.

(a) The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions, providing that request is made in writing or other recordable format.

(b) The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information we hold.

Under either the FOISA or the EIRs should you require any information that we hold that is not available under this scheme please contact us via Richard Mutch, FOI Communications Manager, Waverley Gate, 2-4 Waterloo Place, Edinburgh, EH1 3EG, +44 (0) 131 465 5687, richard.mutch@nhslothian.scot.nhs.uk.

(c) The Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions. We may hold personal information about many individuals. Generally, information of this nature should be requested under the Data Protection Act, rather than FOISA, and it is not covered by this scheme.

If you wish to access your health records, we would advise you initially to ask the doctor or other healthcare professional responsible for your care. More information about the protection of personal health information and your right to access information in your health records is available from the following link http://www.nhslothian.scot.nhs.uk/your_rights/foi/foi_docs/dpa.pdf or contact Mr Graham Ewing, Data Protection Officer, Royal Edinburgh Hospital Morningside Place, Edinburgh, EH10 5HF, +44 (0) 131 537 6090, graham.ewing@nhslothian.scot.nhs.uk.

Charges for information which is not available under the scheme:

If you submit a request to us for information which is **not** available under the Scheme, we reserve the right to charge based on the following calculations:

(a) under the Freedom of Information (Scotland) Act 2002:

- There will be no charge for requests for information which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of no charge for the first £100 of costs and 10% of the remaining £500.
- We are not obliged to respond to requests for information which will cost us over £600 to process.
- In calculating any fee, the cost of staff time in locating, retrieving or providing the information will not exceed £15 per hour per member of staff.
- We do not charge for the time taken to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and explain how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge to obtain the information. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no cost to you.

(b) Charges for environmental information under the Environmental Information (Scotland) Regulations 2004:

We do not charge for the time taken to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. We also do not charge for locating or retrieving the information, but we may charge for providing it to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request for information there will be no charge to you.

We will calculate the charges based on the actual cost to us of providing the information.

- Photocopying is charged at 10p per A4 side for black and white copying, 20p per A4 side for colour copying
- We will pass on postage charges to you at the cost to us of sending the information by the method we normally employ for our routine correspondence. We may use a range of methods and carriers to deliver routine correspondence, but it should not cost you more than the equivalent of Royal Mail First Class postal rates.
- the cost of staff time in locating, retrieving or providing the information will not exceed £15 per hour per member of staff.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, calculated on the basis of no charge for the first £100 of costs and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, we will ask you to pay the full cost of providing the information.

We will always inform you of the costs involved before providing the information.

Section 12 - Classes of Information

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| <p>(a) Who we are and what we do</p> | <p>Information about our Board, its membership, where our main offices are located and what services we provide. This includes:</p> <ul style="list-style-type: none">• Main contact details of our headquarters and services http://www.nhslothian.scot.nhs.uk/contactus/contactus.asp• Details of Board Members and Executive Directors, and their contact details |
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| | <p>http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/members.asp</p> <ul style="list-style-type: none"> • Board Members Declarations of Interest http://www.nhsllothian.scot.nhs.uk/your_rights/foi/foi_docs/Lot_hian_NHS_Register_interests.pdf • Board Members Register of Gifts and Hospitality • Board Members' Code of Conduct http://www.nhsllothian.scot.nhs.uk/your_rights/foi/foi_docs/Code_Conduct_Board_Mmbrs.pdf • Schedule of forthcoming Board meeting dates http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/meetings.asp • Board Standing Orders for the Conduct of Business http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/board_paper_070926_08-002.pdf Contained within Board Papers • Data on our population by age range, gender and incidence of disease. Also available online from the Information Services Division of NHS National Services Scotland - http://www.isdscotland.org/isd/1.html • Organisational management structures • What we do – the services we provide. http://www.nhsllothian.scot.nhs.uk/aboutus/ourrole.asp http://www.nhsllothian.scot.nhs.uk/ourservices/ourservices.asp • Agreements with other Health Boards or other public authorities for the provision of services (see pages 5 and 6). These will be via local agreement, service level agreement or as a national delivery plan. |
| <p>(b) Policy and decision making</p> | <p>Information about how we make decisions and develop policies which support the services we provide. This includes:</p> <ul style="list-style-type: none"> • Local Delivery Plans http://www.nhsllothian.scot.nhs.uk/news/strategies/local_delivery_plan_2008-09_briefguide.pdf http://www.nhsllothian.scot.nhs.uk/news/publications/nhs_lothian_local_delivery_plan.pdf |

- Board agendas and papers for past meetings and minutes of those meetings which have been approved by the Board
<http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/archived.asp>

- All policies approved by, or on behalf of, the Board e.g.

Lothian Guidelines for Dispensing and Supervised Self Administration of Methadone by Community Pharmacists -

<http://www.nhsllothian.scot.nhs.uk/news/policies/lothian%20guidelines%20for%20dispensing%20and%20supervised%20self%20administration%20of%20methadone.pdf>

Infection Control:

[NHS Lothian Infection Control Manual](#) -

<http://www.nhsllothian.scot.nhs.uk/ourservices/infectioncontrol/default.asp>

[NHS Lothian Tobacco Policy](#)

http://www.nhsllothian.scot.nhs.uk/news/policies/tobacco_policy_nhs_lothian.pdf

Involving People – Improving People’s Experience of Care

http://www.nhsllothian.scot.nhs.uk/getinvolved/IP-IPEofC_Strategy2009-13.pdf

http://www.nhsllothian.scot.nhs.uk/getinvolved/IP-IPEofC_ActionPlan2009-13.pdf

http://www.nhsllothian.scot.nhs.uk/getinvolved/PFPIActionPlan_170506.pdf

- Schemes of Delegation
- Equality and Diversity scheme
http://www.nhsllothian.scot.nhs.uk/news/documents/equalitydiversity_strategy.pdf
<http://www.nhsllothian.scot.nhs.uk/getinvolved/equality.asp>
- Committee structures
<http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/committees/committees.asp>
<http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/committees/elrec.asp>
- Local Drug Formulary
<http://www.ljf.scot.nhs.uk/>
<http://www.ljf.scot.nhs.uk/downloads/index.html>
- Information about the Scottish Medicines Consortium and its decisions
<http://www.scottishmedicines.org.uk/smc/27.html>

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| <p>(c) How we communicate</p> | <p>Information about how we communicate with the public, staff and others. This includes:</p> <ul style="list-style-type: none"> • Press and media releases http://www.nhslothian.scot.nhs.uk/news/news_publications.asp • News publications, including Newsletters, magazines and annual reports http://www.nhslothian.scot.nhs.uk/news/publications.asp • Information on how to make a Freedom of Information request http://www.nhslothian.scot.nhs.uk/your_rights/foi/foi_03.asp • Information on how to access your personal information http://www.nhslothian.scot.nhs.uk/your_rights/foi/foi_docs/dpa.pdf • Patient information leaflets on health conditions e.g. Your Health - http://www.nhslothian.scot.nhs.uk/YourHealth/YourHealth.asp <u>Deep Vein Thrombosis (DVT) –</u> http://www.nhslothian.scot.nhs.uk/news/publications/deep%20vein%20thrombosis%20-%20dvt%20-%20patient%20information%20leaflet.pdf Methadone - http://www.nhslothian.scot.nhs.uk/news/publications/methadone.pdf Autism http://www.nhslothian.scot.nhs.uk/news/publications/autism_leaflet.pdf Believe in ME http://www.nhslothian.scot.nhs.uk/news/publications/believe%20in%20ME.pdf <u>MRSA (Meticillin Resistant Staphylococcus) - Community Information Leaflet (October 2008)</u> http://www.nhslothian.scot.nhs.uk/news/policies/leaflets/MRSA%20(Meticillin%20Resistant%20Staphylococcus)%20-%20Community%20Information%20Leaflet%20(October%202008).PDF |

MRSA (Meticillin Resistant Staphylococcus) - A Guide For Hospital Patients (October 2008)

[http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/MRSA%20\(Meticillin%20Resistant%20Staphylococcus\)%20-%20A%20Guide%20For%20Hospital%20Patients%20\(October%202008\).PDF](http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/MRSA%20(Meticillin%20Resistant%20Staphylococcus)%20-%20A%20Guide%20For%20Hospital%20Patients%20(October%202008).PDF)

Washing Clothes At Home

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Washing%20Clothes%20At%20Home.pdf>

Healthcare Associate infections (HAI) Leaflet

[http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Healthcare%20Associate%20infections%20\(HAI\)%20Leaflet.pdf](http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Healthcare%20Associate%20infections%20(HAI)%20Leaflet.pdf)

Vancomycin Resistant Enterococci (VRE) Information Leaflet

[http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Vancomycin%20Resistant%20Enterococci%20\(VRE\)%20Information%20Leaflet.PDF](http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Vancomycin%20Resistant%20Enterococci%20(VRE)%20Information%20Leaflet.PDF)

Clostridium Difficile Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Clostridium%20Difficile%20Information%20Leaflet.PDF>

Norovirus Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Norovirus%20Information%20Leaflet.PDF>

Rotavirus Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Rotavirus%20Information%20Leaflet.PDF>

Salmonella Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Salmonella%20Information%20Leaflet.PDF>

Bronchiolitis Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Bronchiolitis%20Information%20Leaflet.PDF>

Campylobacter Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Campylobacter%20Information%20Leaflet.PDF>

Cryptosporidium Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/Cryptosporidium%20Information%20Leaflet.PDF>

E coli 0157 Information Leaflet

<http://www.nhsllothian.scot.nhs.uk/news/policies/leaflets/E%20coli%200157%20Information%20Leaflet.PDF>

NHS Lothian's Library and Resource Centre also has large selection of leaflets and documents –

<http://www.nhslothian.scot.nhs.uk/Services/A-Z/HealthPromotionResourceCentre/Pages/default.aspx>

Health Promotion Resource Centre
NHS Lothian
Blackford Pavilion
Astley Ainslie Hospital
133 Grange Loan
Edinburgh
EH9 2HL

Tel: 0131 537 9337/8

Fax: 0131 537 9340

E-mail: resource.centre@nhslothian.scot.nhs.uk

- Public consultation and engagement including
 - the principles of consultation adopted by the Board,
 - lists of specific consultations,
 - consultation documents,
 - copies of consultation responses and
 - decisions arising from consultation once made.

<http://www.nhslothian.scot.nhs.uk/news/consultationdocs.asp>

- Patient complaints procedure
http://www.nhslothian.scot.nhs.uk/your_rights/your_rights.asp

- Patient rights, including access to advocacy services
Your Rights
http://www.nhslothian.scot.nhs.uk/your_rights/your_rights.asp

Health Rights Information
http://www.nhslothian.scot.nhs.uk/your_rights/health_rights_info.asp

Patient Focus and Public Involvement (PFPI) in NHS Lothian
<http://www.nhslothian.scot.nhs.uk/getinvolved/pfpi.asp>

Equality and Diversity
http://www.nhslothian.scot.nhs.uk/your_rights/equalityanddiversity/default.asp

Accessibility
http://www.nhslothian.scot.nhs.uk/your_rights/accessibility.asp

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| | <p>(Additional information can also be obtained via: The Citizens Advice Bureau - http://www.cas.org.uk/WebOfficeDetails.aspx?id=44)</p> <ul style="list-style-type: none"> • How to access sign language and interpreting services http://www.nhslothian.scot.nhs.uk/getinvolved/equality.asp <p>Interpretation services for NHS Lothian are provided by Interpretation and Translation Service (ITS). ITS can be contacted directly on 0131 242 8181 and quote reference number or via the website at:- http://www.edinburgh.gov.uk/internet/City_Living/Interpretation and translation services/CEC the interpretation and translation service its</p> |
| <p>(d) Where we get money to pay for services, and how our spending is monitored</p> | <p>Information on current and past expenditure on services and functions, including how we fund our services against agreed budgets and how the spending of available finance is monitored. This includes:</p> <ul style="list-style-type: none"> • Standing Financial Instructions (SFIs) which describe the rules and procedures that must be followed in committing and accounting for expenditure. http://www.nhslothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/board_paper_070926_08-002.pdf • Annual revenue budget plans and regular monitoring reports showing actual expenditure against budget plans Available via the Annual Accounts and NHS Lothian Board Papers- http://www.nhslothian.scot.nhs.uk/your_rights/foi/index.asp#3 http://www.nhslothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardagenda/latest_board.asp • Current capital expenditure plans Five Year Financial Plan, available from the Board Papers - http://www.nhslothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/nhslothian_special_board_paper_080823_A.pdf • External financial audits • Audited Annual Accounts Most recent: http://www.nhslothian.scot.nhs.uk/your_rights/foi/Annual%20Accounts%200809.PDF Previous years: http://www.nhslothian.scot.nhs.uk/your_rights/foi/index.asp#3 |

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| | <ul style="list-style-type: none"> • Board Members' and Executive Directors' remuneration http://www.nhslothian.scot.nhs.uk/your_rights/foi/Annual%20Accounts%200809.PDF – contained within Annual Accounts • Sums paid to individual Board Members and Executive Directors in previous financial years as expenses. • Procurement procedures • Details of Service specifications, appraisals and contracts for works and services which are required to be subject to competition under rules made by the European Union. • Approved outline and Full Business Cases for Capital Schemes • Public Finance Initiative (PFI) contracts (These may be subject to removal of data where an exemption applies e.g. disclosure would disclose trade secrets or prejudice substantially the commercial interests of any party) http://www.nhslothian.scot.nhs.uk/your_rights/foi/index.asp#3 • Services which the Board has contracted out to third party suppliers including the value of such contracts. (These may be subject to removal of data where an exemption applies e.g. disclosure would disclose trade secrets or prejudice substantially the commercial interests of any party). |
| <p>(e) How are we doing?</p> | <p>Information about our performance. This includes:</p> <ul style="list-style-type: none"> • Reports on the Annual Accountability Review Meeting with the Scottish Government http://www.nhslothian.scot.nhs.uk/news/keydocuments/annual_review/nhs_lothian_200809_annual_review_public_questions_answers.pdf • Director of Public Health's Annual Reports http://www.nhslothian.scot.nhs.uk/news/annualreports.asp • Reports on Board's Annual performance against Scottish Government HEAT targets covering: Health Improvement; Efficiency and Governance; Access to Services; and Treatment. • Corporate Risk Register • Scottish Public Service Ombudsman findings and our responses http://www.nhslothian.scot.nhs.uk/your_rights/ombudsman.as |

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| | <p>p</p> <p>Also available from - http://www.spsso.org.uk/</p> <p>Full responses are subject to possible redaction of personal information.</p> <ul style="list-style-type: none"> • Compliance with Scottish Government waiting times targets for clinical appointments and compliance statistics. • External audit reports • Complaints statistics • NHS Quality Improvement Scotland (QIS) reports on the services we provide • Local reports on compliance with QIS Standards for HAI (Healthcare Associated Infections) Infection Control http://www.nhslothian.scot.nhs.uk/ourservices/infectioncontrol/reports.asp • Annual Reports on incident reporting statistics • Environmental Inspection Reports on our Premises |
| <p>(f) Our staff – their wellbeing and development</p> | <p>Information about how we plan the recruitment of staff and look after their health, safety, welfare and development. This includes:</p> <ul style="list-style-type: none"> • Employment policies • Staff governance audits and action plans • Area/Staff Partnership Forum minutes • Workforce Plans - http://www.nhslothian.scot.nhs.uk/news/keydocuments/workforce_planning/ • Code of conduct for staff • Annual staff absence rates - http://www.nhslothian.scot.nhs.uk/news/keydocuments/workforce_planning/ • Register of Board Member Interests http://www.nhslothian.scot.nhs.uk/your_rights/foi/foi_docs/Lot_hian_NHS_Register_interests.pdf |

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| | <ul style="list-style-type: none"> • Register of Gifts and Hospitality |
| <p>(g) How to find our services</p> | <p>Information about how to locate health services. This includes:</p> <ul style="list-style-type: none"> • Directions and maps to main hospitals http://www.nhslothian.scot.nhs.uk/hospitals/hospitals.asp • Description of the services provided by Community Health and Care Partnerships http://www.nhslothian.scot.nhs.uk/community/community.asp • Self-referral/open access services, for example family planning, for example: Department of Genitourinary Medicine (GUM) HIV Testing/Counselling Smoking Cessation Family Planning Accident & Emergency Minor Injuries GP Out Of Hours Service Harm Reduction Team - Needle Exchange Physiotherapy Service • Information on how to find health services provided by – <ul style="list-style-type: none"> ○ General Medical Practitioners - http://www.gphelp.scot.nhs.uk/forms/GPPPracticeSearch.aspx ○ Dentists http://www.gphelp.scot.nhs.uk/forms/GDPPPracticeSearch.aspx ○ Pharmacies http://www.gphelp.scot.nhs.uk/forms/frmPharmSearch.aspx ○ Opticians http://www.gphelp.scot.nhs.uk/forms/frmOptSearch.aspx |
| <p>(h) Improving the quality of care to patients</p> | <p>Information about how we strive to improve our services and enhance the quality of patient care. This includes:</p> <ul style="list-style-type: none"> • Scottish Patient Safety Programme reports as they are published Most recent: http://www.nhslothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/board_paper_091125_07-001.pdf • Annual Clinical Governance report |

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| | <p>Most recent: http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/board_paper_091125_07-001.pdf</p> <ul style="list-style-type: none"> • Clinical effectiveness reports Most recent: http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/nhsboard/meetings/boardpaper/board_paper_091125_07-001.pdf • Approved Service redesign plans |
| <p>(i) Clinical research and development</p> | <p>Information about Board Clinical research and development activities. This includes:</p> <ul style="list-style-type: none"> • Ethics Committee annual report • Research and Development Strategy http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/committees/randd.asp • Research ethics approval procedures http://www.nhsllothian.scot.nhs.uk/aboutus/ourorganisation/committees/elrec.asp <p>Also see - http://www.nres.npsa.nhs.uk/</p> <ul style="list-style-type: none"> • Policy on the Use of Patient Tissue and Samples |