

## SCHEDULE 12

### Information to be Included in Practice Leaflets

#### *Practice information*

5. The times approved by the Board during which the doctor is personally available for consultation by his patients at his practice premises.

6. Whether an appointments system is operated by the doctor for consultations at his practice premises.

7. If there is an appointments system, the method of obtaining a non-urgent appointment and the method of obtaining an urgent appointment.

8. The method of obtaining a non-urgent domiciliary visit and the method of obtaining an urgent domiciliary visit.

9. The doctor's arrangements for providing personal medical services when he is not personally available.

10. The address of any premises approved under paragraph 37 of Schedule 2 at which patients may be invited for treatment outside the hours for which the doctor is normally available pursuant to paragraph 36 of that Schedule.

11. Where the doctor has made an out of hours arrangement under paragraph 20(2) of Schedule 2, the name and address of the doctor with whom the arrangement has been made, the times during which it applies and details of the arrangements whereby the doctor's patients may contact the doctor concerned.

12. The method by which patients are to obtain further prescriptions for the same drug (repeat prescriptions) from the doctor.

13. The arrangements (if any) for dispensing prescriptions.

14. If the doctor provides clinics for his patients, their frequency, duration and purpose.

15. The numbers of staff, other than doctors, assisting the doctor in his practice and a description of their roles.

16. Whether or not the doctor provides child health surveillance services, contraceptive services, maternity medical services or minor surgery services.

17. Whether the doctor works single-handed, in partnership, part-time or as a job-sharing doctor, or within a group practice of doctors.

18. The nature of any arrangements whereby the doctor or his staff receive patients' comments on his provision of general medical services.

19. The geographical boundary of his practice area by reference to a sketch, diagram or plan.

20. Whether the doctor's premises have suitable access for all disabled patients and, if not, the reasons why they are unsuitable for particular types of disability.

21. If an assistant is employed, details for him as specified in paragraphs 1 to 4.

22. If the practice is either a general practitioner training practice for the purposes of the Medical Practitioners (Vocational Training) Regulations (Northern Ireland) 1979<sup>(1)</sup> or undertakes

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(1) S.R. 1979 No. 460, as amended by S.R. 1986 Nos. 69 and 309 and S.R. 1994 No. 499

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

the teaching of medical students, the nature of arrangements for drawing this fact to the attention of patients.