

## SCHEDULE 12

### INFORMATION TO BE INCLUDED IN PRACTICE LEAFLETS

#### PRACTICE INFORMATION

5. The times approved by the FHSA 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 consultation 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 method by which patients are to obtain repeat prescriptions from the doctor.

11. If the doctor's practice is a dispensing practice the arrangements for dispensing prescriptions.

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

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

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

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

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

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

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

19. If an assistant is employed, details of that assistant as specified in paragraphs 1 to 5 of this Schedule.

20. If the practice is either a general practitioner training practice, for the purposes of the National Health Service (Vocational Training) Regulations 1979(1), or undertakes the teaching of undergraduate medical students, the nature of the arrangements for drawing this to the attention of patients.