

**NORTHERN IRELAND
HEALTH & SOCIAL CARE**

FREEDOM OF INFORMATION ACT 2000

**Northern Ireland Medical and Dental
Training Agency**

PUBLICATION SCHEME

March 2008

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Welcome to the Publication Scheme of the Northern Ireland Medical and Dental Training Agency. The Scheme is in three parts:

Part 1: Introduction

Part 2: The Classes of Information that we hold

Part 3: Index to the Publication Scheme

Part 1: Introduction

1.1 What a Publication Scheme is

This Publication Scheme is a complete guide to the information routinely published by the Northern Ireland Medical and Dental Training Agency (“the Agency”). It is a description of the information about our organisation which we make publicly available and will be reviewed/updated regularly.

The Publication Scheme has been produced to comply with the Definition Document for the Model Publication Scheme for Health Bodies in Northern Ireland. This document, published by the Information Commissioner’s Office (ICO), can be obtained via the ICO website, at [www.ico.gov.uk/].

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about the Agency easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act on our website [www.nimdtta.gov.uk] in Part 3 below), the Agency has a legal duty to adopt and maintain a Publication Scheme for the publication of Agency information. The purpose of the Act is to promote greater openness by public authorities (of which the Agency is one).

The Publication Scheme will help you to find all the information which the Agency publishes. The Freedom of Information Act does not change the right of individuals to confidentiality in accordance with Article 8 of the Human Rights Act (1998), the Data Protection Act (1998) and at common law. Maintaining

confidentiality continues to be an important commitment on our part. To help with this, we have appointed an officer who has responsibility to ensure the protection of individuals' confidentiality in accordance with your legal rights. In the Agency this officer is:

The Data Protection Co-ordinator
NI Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

1.2 Feedback

Any questions or comments about this Scheme, or its operation, should be sent in writing to:

The Administrative Director
NI Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

If you have a complaint about the operation of the Scheme or how the Agency has dealt with your request for information from the Scheme please write to:

The Complaints Officer
NI Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

1.3 Rights of Access to Information

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about the Agency under the Code of Practice on

Openness in the HPSS (1996). Hard copies of the Code are available free of charge from the Record Liaison Officer, Department of Health, Social Services and Public Safety, Castle Buildings, Stormont, Upper Newtownards Road, Belfast BT4 3 SJ . Sometimes, some or all of the information cannot be provided and we will explain the reasons when this happens.

The Freedom of Information Act enables you to know how public services such as the Health & Social Care (HSC) are organised and run, how funds are used and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

Under the Freedom of Information Act, the Agency is obliged to respond to requests about the information which it holds and is recorded in any form. The Freedom of Information Act also created a right of access to that information. The rights to request and access this information are subject to some exemptions which the Agency has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, individuals are also entitled to access any personal information held about them (subject to certain exceptions) and to do so you can contact the Data Protection Co-ordinator.

Revised Environmental Information Regulations may be introduced in the future. These will enable similar access to environmental information, as under the Freedom of Information Act 2000.

Unless otherwise specified, the version of the documents available will be the most recently approved by the Agency.

To comply with Section 75 of the Northern Ireland Act 1998, this publication scheme will be made available on request in alternative formats as appropriate.

Part 2: The Classes of Information

The information is grouped into broad categories as follows:

1. **Who we are and what we do**
2. **What we spend and how we spend it**
3. **What are our priorities and how are we doing**
4. **How we make decisions**
5. **Our Policies and Procedures**
6. **Lists and Registers**
7. **The services we offer**

We will state how you can obtain the information outlined within each Class. This will be either via the website or as a hard copy or other media as stated within each Class. The publications are all free unless otherwise indicated. Where information is provided at a cost the charges will be calculated as set out in Class 5.

The Agency's commitment to publish information excludes any information which can legitimately be withheld under the exemptions set out in the Code of Practice on Openness in the HPSS or the Freedom of Information Act. Where individual classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to most Classes within the Publication Scheme. The Publication Scheme will be available in both hard copy and can be e-mailed on request to nimdta@nimdta.gov.uk. It may also be found on our web site www.nimdta.gov.uk

Class 1. Who we are and what we do

Organisational information, structures locations and contacts

Class 2. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement contracts and financial audit

Class 3. What are our priorities and how are we doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Class 4. How we make decisions

Decision making processes and records of decisions

Class 5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Class 6. Lists and registers

Information held in registers required by law and other lists and registers relating to our functions

Class 7. The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

Charges

The information listed within the publication scheme is provided free of charge by the means described.

A request for information which is not contained within the Publication Scheme will normally be dealt with free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Section 12 of the Freedom of Information Act (FOIA) provides an exemption from a public authority's obligation to comply with a request for information where the cost of compliance is estimated to exceed an appropriate limit. Details of this "appropriate limit" and further information regarding charging can be found in the Agency's Freedom of Information Charging Policy, available from our website.

Part 3: Index to the Publication Scheme, and Useful Resources

3.1 Index

An index is provided at Annex 2 to facilitate searching of, and access to, the information made available under the Publication Scheme.

3.2 Useful Resources

Web sites:

www.ico.gov.uk

This is the Information Commissioner's web site

www.dca.gov.uk

This is the Department for Constitutional Affairs web site

www.foi.nhs.uk

This is the NHS Freedom of Information web site

3.3 Publications

- Code of Practice on Openness in the HPSS (1996) – Available from:

Records Liaison Officer
Office of the Deputy Secretary
Room D4.29
Castle Buildings
Stormont
Belfast BT4 3SL
- Northern Ireland Act 1998 –
http://www.opsi.gov.uk/Acts/acts1998/ukpga_19980047_en_1
- FOI Act 2000 -
http://www.opsi.gov.uk/acts/acts2000/ukpga_20000036_en_1
- FOI Act 2000 Explanatory Notes -
http://www.opsi.gov.uk/acts/acts2000/en/ukpgaen_20000036_en_1
- Code of Practice under Section 45 FOI Act 2000 -
<http://www.dca.gov.uk/foi/codesprac.htm>

- Code of Practice under Section 46 FOI Act 2000 – <http://www.dca.gov.uk/foi/codesprac.htm>

Annex 1

Published Information

We have listed the information which is available under each Class in tables on the following pages. Within each Class it states the form in which the information is available. The Publication Scheme will be available from the Agency's website and links have been provided to other web sites where relevant information can be accessed:

www.nimdt.gov.uk

Hard copy or other media can be obtained from:

The Office of the Chief Executive
NI Medical and Dental Training Agency
Beechill House
42 Beechill Road
Belfast
BT8 7RL

E-mail requests should be addressed to:

nimdt@nimdt.gov.uk

CLASS ONE – Who we are and what we do

Description/Content	How to Obtain/Format	Cost £
<p>HSC Organisational Structure Describes how HSC bodies relate to each other and provides links to other websites; Trusts; Boards, Local Health and Social Care Groups; Councils & Agencies</p>	<p>Available from HSC website www.n-i.nhs.uk</p>	<p>Free</p>
<p>Details of our organisation, organisational structure and key personnel</p> <ul style="list-style-type: none"> - Map and location details - Directory of contact details - Role of the Agency - Organisational Structure - Senior staff and Board Members - Specialty Schools structure and membership - Foundation School structure and membership - Dental Committee structure and membership 	<p>Hard copies of all documents available by post or email. nimdtat@nimdtat.gov.uk</p> <p>Also available from the Agency's website www.nimdtat.gov.uk</p>	<p>Free</p>
<p>Legislation</p> <ul style="list-style-type: none"> - Establishment and Constitution Order (2004) 	<p>Hard copy available by post or email. nimdtat@nimdtat.gov.uk</p> <p>Also available from OPSI http://opsi.gov.uk/sr/sr2004/20040062.htm</p>	<p>Free</p>
<p>Partnerships</p> <ul style="list-style-type: none"> - Service Level Agreement with the Central Services Agency for the provision of legal services and services in relation to the Agency's statutory equality duties - Contracts with HSC Trusts for the provision of education and training for junior doctors/dentists - Relationship with Queen's University Belfast for Foundation training - Service Level Agreement 	<p>Hard copies of all documents available by post. nimdtat@nimdtat.gov.uk</p>	<p>Free</p>

<p>with Knockbracken Healthcare Park</p> <ul style="list-style-type: none"> - Local Operating Agreement with Property Management Branch, Department of Finance & Personnel - Service Level Agreement with Regional Supplies, Central Services Agency - Memorandum of Understanding with NHS Education for Scotland for E-portfolio - Memorandum of Understanding with DHSSPS 		
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CLASS TWO – What we spend and how we spend it

Description/Content	How to Obtain/Format	Cost £
Annual Statement of Accounts	Hard copy available by post or email. nimdt@nimdt.gov.uk Also available from the Agency's website www.nimdt.gov.uk	Free
Financial Reports to the Agency Board, including Budgets and Variance Reports	Hard copy available by post or email. nimdt@nimdt.gov.uk	Free
Internal and External Audit Reports	Hard copy available by post or email. nimdt@nimdt.gov.uk	Free
Standing Financial Instructions	Hard copy available by post nimdt@nimdt.gov.uk	Free
Procedures for Purchasing Goods and Services - HPSS contract procedures (mini-code) - Procurement Policy	Hard copies available by post or email. nimdt@nimdt.gov.uk	Free
Details of staff and Board members' allowances and expenses	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Staff pay and grading structures	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Funding – Letters from DHSSPS	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Contracts for Tender	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Contracts Awarded	Hard copies available by post or email nimdt@nimdt.gov.uk	Free

CLASS THREE – What are our priorities and how are we doing

Description/Content	How to Obtain/Format	Cost £
Annual Report	Hard copy available by post or email nimdt@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk	Free
Business Plan – annual plan for development of services	Hard copy available by post or email nimdt@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk	Free
Strategic Plan for 2009 -2012	Hard copy available by post or email nimdt@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk	Free
Reports from regulatory bodies <ul style="list-style-type: none"> - Postgraduate Medical Education and Training Board(PMETB) - General Medical Council (GMC) - General Dental Council (GDC) 	Hard copy available by post or email nimdt@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk PMETB Quality Assurance reports available from www.pmetb.org.uk	Free
Review of Recruitment into Specialty Training in Northern Ireland	Hard copy available by post or email. nimdt@nimdta.gov.uk	Free
Tooke Enquiry <i>Aspiring to Excellence – Independent Enquiry into Modernising Medical Careers</i>	Hard copy available by post or email. nimdt@nimdta.gov.uk Also available from MMC website www.mmc.nhs.uk	Free

Audit Reports	Hard copy available by post or email nimdtat@nimdta.gov.uk	Free
Minutes of the Annual Accountability Review meeting with the DHSSPS (except where they include information of a personal and confidential nature)	Hard copy available by post or email nimdtat@nimdta.gov.uk	Free
Equality and Diversity Reports <ul style="list-style-type: none"> - Annual Review of Progress - Five Year Review 	Hard copies available by post or email nimdtat@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk	Free
Equality Impact Assessments <ul style="list-style-type: none"> - Flexible Working - General Practice Policies - General Dental Practice Policies - Specialist Registrar Policies - Appointment of Medical and Dental Staff acting on behalf of the Agency - Recruitment of trainees for vocational training (VT) and general professional training (GPT) 	Hard copies available by post or email nimdtat@nimdta.gov.uk Also available from the Agency's website www.nimdta.gov.uk	Free
Complaints monitoring report Information on complaints received and how we have dealt with them	Hard copy available by post or email nimdtat@nimdta.gov.uk	Free
Service User Surveys <ul style="list-style-type: none"> - PMETB National Survey of Trainees - PMETB National Survey of Trainers 	Summaries available online from: http://www.pmetb.org.uk/index.php?id=pmetbsurveys Detailed reports available from: http://reports.pmetb.org.uk	Free

CLASS FOUR – How we make decisions

Description/Content	How to Obtain/Format	Cost £
Agenda, minutes and papers the Agency Board and those of its sub-committees (except where they include information of a personal and confidential nature)	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Agenda, minutes and papers of Foundation School Board meetings and Specialty School Board meetings (except where they include information of a personal and confidential nature)	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Agenda, minutes and papers of Dental Training Committee meetings (except where they include information of a personal and confidential nature)	Hard copies available by post or email nimdt@nimdt.gov.uk	Free
Communications Strategy	Hard copy available by post or email nimdt@nimdt.gov.uk	Free

CLASS FIVE – Our policies and procedures

Description/Content	How to Obtain/Format	Cost £
Staff Handbook – an overview of the terms and conditions relating to the employment of administrative and clerical staff	Hard copy available by post or email. nimdta@nimdta.gov.uk	Free
<p>Human Resources</p> <ul style="list-style-type: none"> - Recruitment and Selection Procedures - Equal Opportunities Policy - Capability Policy - Acting up/secondment Procedures - Grievance Procedure - Disciplinary Procedure - Absence Policy - Work/life balance Policies <ul style="list-style-type: none"> • Part-time working • Job-sharing scheme • Carer's leave • Parental leave • Maternity/Paternity Leave • Adoption leave • Career Break • Flexi-time Scheme - KSF Appraisal Scheme - Fire Safety Policy - Harassment & Bullying in the Workplace - Health and Safety Policy - Redundancy Policy - Indemnity arrangements for staff and those acting on behalf of the Agency - Waste management Policy - Environmental Management Policy - Security Policy - Whistle Blowing - Manual Handling Policy 	Hard copies of all documents available by post or email. nimdta@nimdta.gov.uk	Single copies of individual policies free.

<p>Current publicly advertised vacancies for Agency employees</p>	<p>Hard copies available by post or email. nimdtan@nimdta.gov.uk</p> <p>also available from the Agency's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Corporate Governance</p> <ul style="list-style-type: none"> - HPSS Code of Practice on Openness - Codes of Conduct and Accountability - HSS (PDD) 8/94 - Standing Orders - Code of Practice for Board Members - Code of Conduct for NIMDTA Employees - Risk Management Strategy - Risk Register - Risk Management Policy - Complaints Handling Policy - Standing Financial Instructions - Procurement Policy - Reimbursement of Expenses - Hospitality Guidelines - Corporate Credit Card Procedures - Fraud Response Plan and Policy 	<p>HPSS Code on Openness available from the website of the DHSSPS www.dhsspsni.gov.uk/foi</p> <p>Complaints Handling policy available from the Agency's website www.nimdta.gov.uk</p> <p>Hard copies of all other documents available by post or email. nimdtan@nimdta.gov.uk</p>	<p>Single copies of individual policies free.</p>
<p>Information Governance</p> <ul style="list-style-type: none"> - Data Protection Policy - Processing and Sharing of Information Relating to Doctors and Dentists - Records Management Disposal Schedule - Records Management Strategy - Freedom of Information Procedures Manual - IT Security Operating Procedures - DHSSPS IT Security Policy - HSSPS Code of Practice on Protecting the 	<p>Hard copies of all documents available by post or email. nimdtan@nimdta.gov.uk</p> <p>Available from NIMDTA website</p>	<p>Single copies of individual policies free.</p>

Confidentiality of Service User Information		
Estate Management <ul style="list-style-type: none"> - Premises Management - Business Continuity Plan 	Hard copy available by post or email nimdtat@nimdtat.gov.uk	Free
Equality Scheme – statement produced in accordance with Section 75 of the NI Act 1998	Hard copy available by post or email nimdtat@nimdtat.gov.uk Also available from the Agency's website www.nimdtat.gov.uk	Free
Charging Policy – charges made for information routinely published	Hard copy Hard copy available by post or email nimdtat@nimdtat.gov.uk	Free

<p>Policies relating to doctors and dentists in training</p> <ul style="list-style-type: none"> - Matching process for Foundation School - Guide to Specialist Registrar Training (Orange Guide) - Guide to Less-than Full-time Training - Study Leave Guidelines - Policy on the Management of Doctors and Dentists in Difficulty - Assessment and appraisal - Selection and Re-selection of General Practice Trainers - Recruitment and Selection Policy for the recruitment of Trainers and Trainees for Dental VT and GPT Schemes - Foundation Programme Curriculum - Foundation Learning Portfolio - Operational Framework for Foundation Training - Foundation Programme Applicants Handbook - A Guide to Postgraduate Training in the UK (Gold Guide) - Applicant's Guide to Specialty Training - Curriculum for UK Dental Foundation Programme - Dental Vocational Training Portfolio 	<p>Hard copies of all documents available by post or email nimdta@nimdta.gov.uk</p> <p>Foundation Programme documentation available from www.foundationprogramme.nhs.uk</p>	<p>Free</p>
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<p>Policies relating to general medical practitioners</p> <ul style="list-style-type: none"> - Educational Consortium Sponsorship Policy 	<p>Hard copies of all documents available by post or email. nimdtat@nimdta.gov.uk</p>	<p>Single copies of individual policies free</p>
<p>Policies relating to general dental practitioners</p> <ul style="list-style-type: none"> - Criteria re eligibility for attendance at continuing dental education courses - CPD Allowance - Keeping in Touch Scheme 	<p>Hard copies of all documents available by post or email nimdtat@nimdta.gov.uk</p>	<p>Single copies of individual policies free</p>

CLASS SIX – Lists and Registers

Description/Content	How to Obtain/Format	Cost £
Register of Interests	Hard copy available by post or email nimdta@nimdta.gov.uk	Free
Register of Gifts and Hospitality	Hard copy available by post or email nimdta@nimdta.gov.uk	Free
Disclosure logs relating to requests for information	Hard copy available by post or email nimdta@nimdta.gov.uk	Free
List of contractors and suppliers	Hard copy available by post or email nimdta@nimdta.gov.uk	Free
Assets Register	Hard copy available by post or email nimdta@nimdta.gov.uk	Free

CLASS SEVEN – The services we offer

Description/Content	How to Obtain/Format	Cost £
Management of the NI Foundation Training Programme – 2 year generic training programme which forms the bridge between medical school and specialty/general practice training	Information on Foundation Programme available from the Foundation Programme website www.foundationprogramme.nhs.uk and from NIMDTA's website www.nimdta.gov.uk Information on dental foundation programme available from the COPDEND website www.copdend.org.uk	Free
Management of specialty training programmes in NI	Information on specialty training available from the MMC website www.mmc.nhs.uk and from NIMDTA's website www.nimdta.gov.uk	Free
Management of the NI Vocational Training Scheme in General Practice	Information available from NIMDTA's website www.nimdta.gov.uk	Free
Management of the NI Vocational Training (VT) and General Professional Training (GPT) Schemes in Dentistry	Information available from NIMDTA's website www.nimdta.gov.uk	Free
Recruitment of doctors and dentists into foundation and specialty training	Information available from NIMDTA's website www.nimdta.gov.uk Information on foundation and specialty training vacancies available from NIMDTA's website www.nimdta.gov.uk	Free

<p>Recruitment of VT and GPT Trainees and Trainers in dentistry</p>	<p>Information available from NIMDTA's website www.nimdta.gov.uk</p> <p>Information on trainee/trainer vacancies available from NIMDTA's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Recruitment of VT Trainees and Trainers in general practice</p>	<p>Information available from NIMDTA's website www.nimdta.gov.uk</p> <p>Information on trainee/trainer vacancies available from NIMDTA's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Provision of Careers Information and advice</p>	<p>Hard copy of careers booklet available by post or email nimdta@nimdta.gov.uk</p> <p>Information on advisory service available from the NIMDTA's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Provision of postgraduate lectures and courses for doctors in training</p>	<p>Information available by post or email nimdta@nimdta.gov.uk</p> <p>Also available from the Agency's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Provision of medical education courses – list of courses for the personal and career development of medical teachers</p>	<p>Information available by post or email nimdta@nimdta.gov.uk</p> <p>Also available from NIMDTA's website www.nimdta.gov.uk</p>	<p>Free</p>
<p>Provision of courses for general medical practitioners</p> <ul style="list-style-type: none"> - continuing professional development (CPD) courses - Athena Services - Online master classes <p>Higher professional education courses(HPE)</p>	<p>Information available by post or email nimdta@nimdta.gov.uk</p> <p>Also available from NIMDTA's website www.nimdta.gov.uk</p> <p>Master classes available from www.edcastmedical.com/site/</p>	<p>Free</p>

Management of the GP appraisal process	Information available by post or email nimdtat@nimdta.gov.uk Also available from NIMDTA's website www.nimdta.gov.uk	Free
GP Returner Scheme – scheme to attract qualified GPs back into general practice	Information available by post or email nimdtat@nimdta.gov.uk Also available from NIMDTA's website www.nimdta.gov.uk	Free
GP Retainer Scheme - scheme for qualified GPs unable to make a full-time commitment to general practice	Information available by post or email nimdtat@nimdta.gov.uk Also available from NIMDTA's website www.nimdta.gov.uk	Free
Dental Calendar – postgraduate lectures and courses for general dental practitioners and community dentists	Also available from the Agency's website www.nimdta.gov.uk	Free

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