

GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME

2018 Eastfield Medical Practice

Class 1: About Eastfield Medical Practice

- **General Information:** Details of our practice, address, opening hours, and contact numbers are available on our website.
- **Key Personnel:**
 - **Partners:** Dr Karen Haycock, Dr Joe Burt, Dr Kirsty Zealley, Dr Euan Black, Dr Fiona Cruden.
 - **Salaried GP:** Dr Tom Downes, Dr Samantha McCarthy
 - **Management:** The Practice is managed by the Practice Manager.
- **Constitution:** This Practice is a General Partnership contracted to NHS Lothian.

Class 2: How we deliver our functions and services

- **Services Provided:** Details of clinics, NHS services, and private services are available on our website under "Clinics & Services."
- **Patient Rights:** Our adoption of the Charter of Patient Rights and Responsibilities is available on our website.
- **Language Support:** Information on translation services is available by contacting the practice.

Class 3: How we take decisions and what we have decided

- **Decision Making:** Strategic decisions regarding the running of the practice are taken by the Partnership.
- **Cluster Working:** We are a member of the **Midlothian GP Cluster**, working with other local practices to improve care standards across the region.

Class 4: What we spend and how we spend it

- **Funding Source:** Eastfield Medical Practice receives funding from NHS Lothian under the General Medical Services (GMS) Contract.
- **GMS Contract:** The details of the standard GMS contract are publicly available on the Scottish Government website.
- **Practice Accounts:** The Practice is a private partnership; detailed accounts and partners' earnings are considered commercially sensitive and are not published.

Class 5: How we manage our human, physical and information resources

- **Staffing:** Current staffing lists (Clinical and Administrative) are available on our website.
- **Policies:** Internal operational policies such as *Fire Safety*, *Health & Safety*, *Data Protection*, and *Human Resources* are held by the Practice Manager.
- **Premises:** Eastfield Medical Practice operates from Eastfield Farm Road, Penicuik, EH26 8EX.

Class 6: How we procure goods and services

- **Suppliers:** We procure goods and services in line with NHS procurement guidelines where applicable.
- **Contracts:** We hold contracts for services such as cleaning, waste disposal, and IT support. Details of these contracts are available on request (subject to commercial confidentiality).

Class 7: How we are performing

- **Quality Improvement:** We participate in Quality Improvement (QI) activity within the Midlothian GP Cluster.
- **Inspections:** We are inspected by Healthcare Improvement Scotland (HIS). Inspection reports are available on the HIS website.
- **Complaints:** We maintain a log of complaints to review learning outcomes. Anonymised summaries may be available on request.

Class 8: Our commercial publications

- **None:** We do not produce any commercial publications.

Date Last Reviewed: February 2026