

Guide prepared in accordance with the Model Publication Scheme



Comhairle na nDochtúirí Leighis
Medical Council

*Under Section 8 of the Freedom of Information Act
2014*

April 2016

Model Publication Scheme under Freedom of Information Act, 2014

Introduction:

The Medical Council has prepared and published a Publication Scheme concerning the information of the Council in conformity with a Model and Guidelines made by the Minister for Public Expenditure and Reform under Section 8 of the Freedom of Information Act, 2014.

The Scheme comes into effect on the 14th April, 2016.

Purpose of Scheme:

The Scheme is designed to facilitate the provision of information to the greatest extent possible, except for information exempted under the Act and, in preparing, reviewing or revising a Publication Scheme, an FOI body shall have regard to the public interest in:

- (a) allowing public access to information held by the FOI body;
- (b) the publication of reasons for decisions made by the FOI body; and
- (c) publishing information of relevance or interest to the general public in relation to its activities and functions generally.

Scheme Format and Access:

The Scheme is web based with links from it to information under six headings as set out below which will be updated as provided for under the Act.

Six Information Sets:

Information will be provided under the following six headings:

- A. Information about the FOI Body
- B. Services provided or to be provided to the Public
- C. Decision Making process for major policy proposals
- D. Financial Information
- E. Procurement
- F. FOI Disclosure Log and Other Information to be Published Routinely

Under each of these headings the following Information is available:

A. Information about the FOI Body

Who we are and what we do, organisational information, structures, locations and contacts.

In this section are details of:

Establishment of organisation, roles, responsibilities, functions

<https://www.medicalcouncil.ie/About-Us/>

Governance arrangements

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/The-Medical-Council.html>

Management arrangements, Organisation Structure, Pay/Grading Structure

Information to follow

Corporate Plans and Strategies

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Business-Planning/>

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Statement-of-strategy-2014-2018.pdf>

Annual Report

<https://www.medicalcouncil.ie/News-and-Publications/Publications/Annual-Reports-Statistics-/>

Location and Contact Details for the organisation

<https://www.medicalcouncil.ie/Contact-Details/>

Links to agencies/other bodies under the FOI body's remit

<https://www.medicalcouncil.ie/Links/>

Details of Service Level Agreements / Memoranda of Understanding, if any

<https://www.medicalcouncil.ie/About-Us/Memorandums-of-Understanding-/>

Customer Charter

http://www.medicalcouncil.ie/Existing-Registrants-/Feedback/FINAL_Charter-of-Expectations_Registration_for-website.pdf

Codes of Practice or Guidelines

<https://www.medicalcouncil.ie/About-Us/>

B. Services Provided or to be provided to the Public

The services we offer: Details of functions and services that the organisation provides and the decision making process

In this section FOI bodies provide details of:

Services provided for the public

FOI

<https://www.medicalcouncil.ie/Freedom-of-Information/>

How such services can be accessed

Access to FOI

<https://www.medicalcouncil.ie/Freedom-of-Information/FOI-Application-form-Feb-2015.pdf>

How much such services cost to access, if any

Fees for FOI

<https://www.medicalcouncil.ie/Freedom-of-Information/Fee-Information/>

Administration of such services

Administration of FOI

<https://www.medicalcouncil.ie/Freedom-of-Information/>

Review or appeal rights relating to such services

Rights of Appeal FOI

<https://www.medicalcouncil.ie/Freedom-of-Information/Rights-of-Appeal-Review/>

Making a complaint about a doctor

<http://www.medicalcouncil.ie/Public-Information/Making-a-Complaint-/>

How to make a complaint

<http://www.medicalcouncil.ie/Public-Information/Making-a-Complaint-/Making-a-Complaint.html>

Administration of such services

What happens when a complaint is made

<http://www.medicalcouncil.ie/Public-Information/Making-a-Complaint-/Making-a-Complaint.html>

Outcomes of the complaints process

Outcomes of the Preliminary Proceedings Committee

<http://www.medicalcouncil.ie/Public-Information/Making-a-Complaint-/Outcomes-of-the-Preliminary-Proceedings-Committee/>

Fitness to Practice Inquiries

<http://www.medicalcouncil.ie/Public-Information/Making-a-Complaint-/Fitness-to-Practise-Inquiries/>

Sanctions Guidance

Guidance on sanctions imposed by the Medical Council

<http://www.medicalcouncil.ie/Existing-Registrants-/Complaints/Guidance-on-Sanctions-Imposed-by-the-Medical-Council.pdf>

Education

Information about how the Medical Council promotes high standards in medical education and training and careers information at:

[Undergraduate level](#) including [Quality Assurance](#) measures

[Graduate-entry level](#) including [Quality Assurance](#) measures

[Internship training](#) including [Quality Assurance](#) measures

[Postgraduate training](#) including [Quality Assurance](#) measures, [accreditation standards](#), [clinical training site inspections](#)

[Accreditation of postgraduate training bodies](#)

[Recognition of Specialties](#)

[Information for school students](#)

Ethics

[Ethical and professional guidance for medical schools and behaviour appropriate for medical students](#)

[Ethical and professional guidance for registered medical practitioners](#)

[Relationship between doctors and industry](#)

Anatomy

Code of Practice

Link to follow

C. Decision Making process for major policy proposals

How we make decisions on policies: Decision Making processes and records of decisions

In this section FOI bodies provide details of:

Major policy proposals including any public consultation exercises

[Consultation on draft Ethical Guide](#)

[Consultation on review of intern year](#)

[Consultation on criteria for the evaluation of training sites which support the delivery of specialist training](#)

Background information relating to major policy proposals and decisions

[Education Roadmap 2015-2020](#)

[Accreditation process for postgraduate training bodies](#)

Records retention and destruction policy

Information to follow

Information Governance Framework - [Corporate-Governance-Framework](#)

D. Financial Information

What we spend: Financial information relating to income and expenditure

FOI bodies provide the following information in this section:

Financial statements

<https://www.medicalcouncil.ie/News-and-Publications/Reports/Annual-Report-2014-.pdf>

Major plans for Capital Expenditure

Not currently published

Payments or Purchase Orders for goods and services

[Purchase Orders for €20k or above](#)

Governance Board Member remuneration

<https://www.medicalcouncil.ie/News-and-Publications/Reports/Annual-Report-2014-.pdf>

E. Procurement

How we spend: Information relating to how we procure goods and services

FOI bodies provide the following details in this section:

Corporate Procurement Plan 2016-2018

Due for publication Q2 2016

A link to all current tender competitions on the eTenders website

Link to follow

Public contracts awarded including contract type, contractor, value, award date, duration and brief description (tabular format) over €10k for ICT and over €25k for other contracts.

[Purchase Orders for €20k or above](#)

The Procurement area of the Medical Council's website is currently under development and any queries relating to procurement should be directed to procurement@mcirl.ie.

F. FOI Disclosure Log and Other Information

Other information: FOI bodies publish the type of information listed below as appropriate, in addition to any other information that would provide information to the public.

Reports

Quarterly Disclosure Log of Requests

Background to Disclosure Logs:

Guidelines issued to Freedom of Information (FOI) bodies, including Medical Council, provide that a **Disclosure Log** be made available on a quarterly basis of requests made to it under the Freedom of Information Act, 2014.

The Medical Council is now providing its Disclosure Log from the start of 2016 (See page 3). It gives details of all **Non - Personal FOI requests** received, including:

The date of receipt of the Request,

Details of Request,

Whether Request was withdrawn,

Category of Requester; journalist, client, other

Decision type: Full grant, Partial grant and Refusal or Full Refusal,

Date decision was made.

Medical Council Disclosure Log

This log gives details of all **NON- Personal FOI Requests** received.

<i>Date of Request</i>	<i>Details of request</i>	<i>Withdrawal of the Request</i>	<i>Category of Requester</i>	<i>Decision Type</i>	<i>Date of Release</i>
01/01/2016	Expenses of the Medical Council CEO during 2014 and 2015 (with details of which CEO the expenses relate to), the amount of each expense and the purpose.		Journalist	Granted	29/01/2016
01/01/2016	The number of certificates Of Current Professional Status (formerly Certificate of Good Standing) issued by the Council in 2014 and in 2015.		Journalist	Granted	28/01/2016

Other information to be published routinely

Reports

[Undergraduate education accreditation reports](#)

[Postgraduate training accreditation reports](#)

Further Information:

For more information on the Publication Scheme please contact the FOI Office at foi@mcirl.ie

April 2016.