

Applies to

GP Practice System Remote Access Protocol

Humber & North Yorkshire Integrated Care Board (H&NY ICB) employed Pharmacists and Medicines Optimisation Technicians

These protocols are produced by the North Yorkshire and York Medicines Management Team (NY&Y MMT) for use by their employed MMT members. They can be adopted for use by other healthcare staff working in GP practices across North Yorkshire and York Places, but H&NY ICB accepts no responsibility for the use and application of these protocols in these situations. External staff working to these protocols must agree with their own employer whether they are competent and able to work to these protocols.

Rationale

This protocol is to authorise the NY&Y MMT to access GP practice held patient records and prescribing systems remotely for the purposes of fulfilling their current workplan.

It is important that information governance (IG) requirements are adhered to regardless of the location from which work is undertaken to safeguard patient and business confidentiality.

The protocol should be used in conjunction with the current H&NY ICB Agile Working Policy (H&NY ICB, 2022), the NHS Confidentiality Policy (NHS England, 2019) and the Access to Patients' Record in General Practice MMT protocol (H&NY ICB, 2023).

Method

The MMT staff will log onto the N3 spine via an approved remote access token from home/practice or office. The location of work will facilitate confidentiality by ensuring that the computer screen cannot be overlooked by other persons or staff members while in use, and locked when not in use. No patient identifiable data will be downloaded or saved to laptops or external storage devices.

This remote access will be used to enable the user to work under the same protocols according to the same rights as authorised by the practice, as if they were physically present in that practice.

Please tick box if access is authorised. For EMIS Web practices please enter the practice organisation code.

Task	Details	How will patient be informed?	Tick if task authorised
Remote access to patient records	For the purpose of MMT work in line with the relevant protocol for that work module	N/A	<input type="checkbox"/>
Emis web organisation code (if applicable)		N/A	N/A

When this protocol is signed the MMT member should:

- Place a copy into the relevant practice folder for signed protocols
- Scan/photograph the signed protocol and store in the appropriate CCG folder on the Y: drive
- Update any ICB list they hold for their locality with a note of the authorisation to use remote access.

Signature of practice Caldicott Guardian	
Practice name	
Date	
Signed on behalf of NY&Y MMT	

The practice representative signing this protocol agrees to take responsibility for the notification of all relevant practice staff.

References

H&NY ICB, 2023. *Policies*. [Online]

H&NY ICB Agile Working Policy

Available at: <https://humberandnorthyorkshire.icb.nhs.uk/wp-content/uploads/2022/07/ICB-Agile-Working-Policy.pdf> [Accessed 18 01 2023].

NY CCG, 2023. *Medicine Protocols*. [Online]

Available at: <https://northyorkshireccg.nhs.uk/clinical-portal/medicines-and-prescribing/medicine-protocols/> [Accessed 18 01 2023].

NHS England, 2019. [Online]

Available at: <https://www.england.nhs.uk/wp-content/uploads/2019/10/confidentiality-policy-v5.1.pdf> [Accessed 24 03 2022].

NHS Digital, IG information. [Online]

Available at: <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance> [Accessed 24 03 2022].

Document version control

Version	State changes	New version	Actioned by
0.00	New Protocol	1.00	AM
1.00	Update to information	2.00	JA/CK/AM
2.00	Minor changes	2.01	RA
2 01	Use of on-line version statement	2 02	SK October 2016
2 02	New initial statement regarding protocol use.	2 03	SK November 2016
2 03	Update to references and links	2 04	JA March 2018
2 04	Update to references and links, update corporate logos and CCG references	3 00	JA March 2020
3.00	Update to references and links, update of logos and organizational references	4 00	JA January 2023