Application to add/remove care home staff proxy access for online ordering of repeat medication

## Section 1 | to be completed by care home lead

|  |  |  |  |
| --- | --- | --- | --- |
| Staff’s name |  | Staff’sdate of birth |  |
| Care home address |  | Postcode |  |
| Care home staff phone number  |  |
| Care home staff secure individual business email address |  |

|  |  |  |
| --- | --- | --- |
| ID verification | I confirm I have verified the identity of the named care home worker  | 🞏 |
| IG training  | I can confirm that this staff member has completed the required level of information governance training as identified in the Data Sharing Agreement | 🞏 |
| Add proxy access | I can confirm that this member of staff is currently employed with our care home and proxy access to all residents’ records should be approved | 🞏 |
| Remove proxy access | I can confirm that this member of staff has now left our care home and proxy access to all residents’ records should be removed | 🞏 |

## Section 2 | Terms of Agreement to be completed by staff member

I understand and agree with each statement below (Please tick)

|  |  |
| --- | --- |
| I have read and understood the information leaflet provided by the practice about online access and will treat the patient’s information as confidential | 🞏 |
| I will be responsible for the security of any of the information that I see or download | 🞏 |
| I will contact the GP practice as soon as possible if I suspect that the account has been accessed without my agreement | 🞏 |
| If I see information in the record that is not about the patient or is inaccurate, I will contact the practice as soon as possible. I will treat this information as strictly confidential. | 🞏 |
| Staff’s name |  |
| Signature |  |
| Date |  |

## Section 3 | To be completed by GP practice

|  |  |  |
| --- | --- | --- |
| Action | Completed by | Date |
| Staff member online user status and proxy access granted |  |  |
| Log in details emailed to care home |  |  |
| Staff member online user status and proxy access removed |  |  |