



## SCI-DC User Access Consent

### 1. Scottish Care Information – Diabetes Collaboration (SCI-DC)

SCI-DC provides a Health Board wide electronic diabetes patient record that draws together information from multiple sources including primary care and hospital diabetes clinics. It is available for use by a wide range of health care professionals through a web browser interface with access constrained within the NHS net. SCI-DC provides for two distinct conceptual functions:

- an accurate, comprehensive and up to date shared clinical diabetes record for the purpose of facilitating direct individual patient care.
- a comprehensive disease register of people with diabetes for the purpose of auditing care and in health service planning. This may also be used for other clinical functions such as retinal screening programme.

### 2. SCI-DC and Confidentiality

The 2002 CSAGs report (Confidentiality and Security Advisory Group for Scotland) makes clear that health records for the purpose of patient care, whether paper or electronic, should be available only to individuals with a legitimate need to access the information. The security model of the SCI-DC Network system complies with this requirement. Access to patient records is protected by a username and password with a full audit trail.

#### ***Data Protection Act 1998 – Eight Principles***

- Personal data must be processed fairly and lawfully
- Personal data is obtained only for specified purposes
- Personal data shall be adequate, relevant and not excessive
- Personal data shall be accurate and up to date
- Data shall not be kept for longer than is necessary
- Data shall be processed in accordance with the rights of the subjects
- Appropriate technological measures shall be taken to safeguard the data
- Personal data shall not be transferred outside the EC unless that country provides an adequate level of protection

#### ***Caldicott Guardian Principles***

- Justify the purpose
- Only use patient identifiable information when absolutely necessary
- Use the minimum patient identifiable information required
- Access strictly on a need to know basis
- Everyone should be aware of their responsibilities
- Understand and comply with the law

### 3. Your Responsibility

It is a serious disciplinary offence to breach the rules of confidentiality by the inappropriate access and divulging of patient information that is obtained in the course of duty. Staff are reminded that patient confidentiality covers all electronic and manual records relation to patients. This system has an audit trail which logs all users' access to patient data and is monitored regularly. Any individual who breaches the rules of confidentiality in relation to the divulgence of patient information will be referred to the Information Governance Officer for NHS Tayside. This may lead to disciplinary measures, bring into question professional registration and possible result in legal proceedings.

By completing and signing the attached form you are acknowledging your understanding of the above-mentioned policies, advice and guidance.

Your designated password is for personal use and should not be shared with colleagues. If approved your details will be logged into the MCN access database for monitoring and audit purposes.

#### **4. What to do next?**

Return the signed form to the Diabetes Managed Clinical Network Data Access Team. You will receive written authorisation from the Clinical Network Access Team for SCI-DC clinical access. You will also to be given an access password to the system.

**NHS Tayside Diabetes Managed Clinical Network  
July 2010**



Diabetes Managed Clinical Network  
SCI-DC USER ACCESS REQUEST FORM



User information:

*Please note: failure to provide accurate contact details may delay, or even prevent, necessary feedback of account activation instructions*

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

e-mail address: \_\_\_\_\_

LDAP name: \* \_\_\_\_\_

Department: \_\_\_\_\_ Ext no: \_\_\_\_\_

Designation: \_\_\_\_\_

Permanent Post  Temporary Post  if temporary, length of post \_\_\_\_\_

\*User name from NHS Tayside Intranet system

**Please give details of access requirements in the space provided below or tick the relevant box on the next page.** This information is essential in order to provide the appropriate access. Without this information access cannot be issued and the request will be delayed:

I have read the above and agree to abide by the NHS code of practice on Protecting Patient Confidentiality with respect to the above system.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: Tayside Diabetes MCN Data Access Team, Clinical Technology Centre, Level 7 (Corridor K), Ninewells Hospital, Dundee, DD1 9SY**

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Office use only:

LDAP check  Other check  (for non-LDAP users)

User type: \_\_\_\_\_

Entry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

(to be authorised by MCN Lead Clinician or Consultant Diabetologist)

Name in Block Capitals: \_\_\_\_\_

## SCI-DC USER ACCESS DOMAIN LIST

Please tick all that apply

<b>Diabetes Clinics</b>	
Angus Diabetes Clinic Domain	
Dundee Diabetes Clinic (NW) Domain	
Perth and Kinross Diabetes Clinic Domain	
Cystic Fibrosis / Diabetes Clinic Domain	
Tayside Paediatric Diabetes Clinic Domain	

<b>Diabetes Specialist Nurses</b>	
Angus DSN Domain	
Dundee DSN Domain	
Perth and Kinross DSN Domain	

<b>Dietetics</b>	
Angus Dietetic Clinic Domain	
Dundee Dietetic Clinic Domain	
Perth and Kinross Dietetic Clinic Domain	

<b>Podiatry</b>	
Angus Podiatry Clinic Domain	
Dundee Podiatry Clinic Domain	
Perth and Kinross Podiatry Clinic Domain	

<b>Retinal Screening</b>	
Retinal Screening Administrator Domain	
Retinal Screening Reviewer Domain	

<b>Other Domains</b>	
Angus TIM Domain	
Dundee TIM Domain	
P&K TIM Domain	
Dundee Psychiatry Domain	
Perth Day Hospital Domain	
Long Term Elderly	
GoDARTS Domain	
TORT Domain	
Royal Victoria Hospital (Dundee) Domain	
Tayside Diabetes Renal Clinic Domain	
Tayside Acute Care	
NHS Grampian Diabetes Clinic (cross border access)	
Tayside Diabetic Eye Clinic	
Other (please specify below):	

<b>Regional Facilitator</b>	
Entire Regional SCI-DC Register	