# Proxy access to information in the GP record through GP online services for residents | Checklist for care homes

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| Activity | 🗸 and notes | Available templates/resources |
| Agree who will lead the project for your care home |  |  |
| Discuss plans with staff, GP practice manager and local pharmacy (if required) |  | D2 Information leaflet for staff |
| Agree data sharing between care home and GP practice and local Data Protection Impact Assessment (DPIA) completed |  | D1 GDPR Data sharing agreement for care homes/practices  D1a Data Protection Impact Assessment (DPIA) |
| Make sure all staff are up to date with information governance training |  |  |
| Tell residents/their representatives/relatives about the new way of ordering medication and encourage discussion of any concerns |  | D3 Letter to residents re proxy access  D4 Information leaflet for residents/families |
| Ask residents to sign a permission/consent form |  | D5 Care home resident consent form for proxy access to GP online services |
| Send signed resident consent/permission forms to the GP practice, keeping a copy in the home |  |  |
| Care home lead and staff complete the proxy access request form and send to GP practice |  | D6 Proxy access request and removal of access for care staff |
| Staff receive log-in details and activate accounts |  | D9 & D10 User guides are available for each GP system |
| Start accessing information in the GP record |  | D9 & D10 System user guides are available for each TPP and EMIS GP systems |
| Put in place a procedure for dealing with breaches of confidentiality or misuse of proxy access |  |  |
| Plan for business as usual (removing staff, adding staff, training new staff, etc) and regular reviews |  |  |