

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

Section 1 | add or remove access

Add access ☐ Remove access ☐

Section 2 | to be completed by care home project lead

Staff's name		Staff's date of birth	
Care home address	<Insert care home address>	Postcode	<Insert care home 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 3 | 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 4 | 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		