



SMARTCARD POLICY

Staff responsibilities in the use of Smartcards

All members of staff that require access to the clinical system must apply for and be issued with a Smartcard. ***Each time the clinical system is accessed, the Smartcard must be used***

Smartcards give users access to N3 connectivity and all of the services made available to general practice by Connecting for Health (e.g. Choose and Book, Electronic Prescription Service, GP2GP, Summary Care Record)

Smartcards are the property of the NHS and responsibility of the user whilst they are employed at the Practice

Smartcards must:

- only be used by the person named on the Smartcard
- never be shared
- be used every time the clinical system is accessed
- be removed from the cardholder on the keyboard when the user finishes the work they are doing on the computer
- be kept safe at all times (neck cords/clips have been issued to ensure safe keeping)

Under no circumstances should the clinical system be accessed using another user's card. This may result in disciplinary action

Staff going on long term sickness/maternity leave will be asked to surrender their Smartcards so that the properties on the electronic chip can be removed. Properties will be reinstated when the employee returns to work

Staff leaving the Practice to move on to another NHS employer will have the Practice properties removed from their Smartcard. This will enable the Smartcard to be re-used by the new employer who will allocate their properties to the electronic chip

Inappropriate use of Smartcards may result in data being recorded on the Practice's clinical system but not being uploaded to the spine. This could have serious consequences for third parties accessing data (with appropriate data sharing agreements in place) who will act on the information that is made available to them. Smartcard misuse may also result in patient records not be complete, accurate, relevant, accessible and timely for clinicians working in Out of Hours for example

Staff should also be aware that they, as individual's, are responsible for any information recorded on the clinical system under their log-in. Audit trails will enable the Practice to see who has accessed medical records and the activity carried out by the user

It is the Practice's responsibility to ensure that Smartcards are used in accordance with the terms and conditions set out in the Smartcard Agreement (the document signed by the Smartcard applicant prior to issue)

To ensure that all members of staff continue to be aware of the obligations set out in the Smartcard Agreement, Smartcard users are required to signed the Staff Signature Log Sheet to confirm that this document has been read, understood and will be complied with

Should there be any breach of the terms and conditions, the incident will be recorded in line with the Practice's Incident Management Reporting Procedures, and this in turn may lead to disciplinary action being taken against the individual in question

It is essential that everyone with an NHS Smartcard and passcode is aware of and able to comply with the terms and conditions of issue and that they understand that failure to do so will be dealt with as a disciplinary matter

A signed copy of the Smartcard Agreement that has been signed by the applicant can be found in individual staff member's HR files.

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Also see
Smartcard Agreement
Smartcard registration authority policy statement