Community Pharmacy Access to Clinical Portal Project - User provisioning spreadsheet

<u>FairWarning®</u>

The FairWarning® system was introduced in NHSGGC on Monday 1st October 2018.
It is a new monitoring system which detects potential instances of unauthorised access to patient information held within electronic information systems.

FairWarning® is licensed for use by NHS Boards by the Scottish Government, and will track NHS Greater Glasgow and Clyde electronic information systems in real time and flag up potential instances of unauthorised access to patient information.

FairWarning® will:

·   Detect potentially unauthorised access to electronic systems which hold patient information;

·   Highlight unusual or suspicious activity for further investigation;

·   Enable investigation of accesses to specific patients' records;

·   Enable investigation of accesses made by specific members of staff.

Your Responsibilities

- Staff who have access to patient identifiable information are being urged to know their responsibilities with regard to confidentiality
- Examples of unauthorised access to patient information include:
- Accessing the records of people of media interest
- Accessing patient information where you do not have a legitimate reason for doing so
- Accessing your own records
- NHS Greater Glasgow and Clyde takes confidentiality and its responsibilities under Data Protection legislation very seriously.
- Staff need to be aware of their responsibilities with regard to confidentiality and accessing personal information otherwise they could face serious consequences. Even if accessing patient information is done with good intentions, staff looking at a clinical record or patient information out with their legitimate duties, could face disciplinary action.
- Patients expect that you and NHS Scotland will keep the information held about them confidential. As a member of NHS staff, you may have privileged access to patient information.
- All staff are contracted to follow the Protecting Patient Confidentiality NHS Scotland Code of Practice.
- You have a responsibility to access only the information which you need to know in order to carry out your legitimate duties.
- All staff are reminded of their personal and professional accountability in line with the standards of conduct, ethics and performance for their profession. For the codes of conduct for each profession, see the links opposite.
- The rules regarding unauthorised access to patient information are not new. FairWarning® simply allows us to flag up potential breaches more easily.

We know the vast majority of staff respect confidentiality and that unauthorised access to patient information is rare. FairWarning® is an opportunity to provide an even higher level of assurance that patient information is safe with us.