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| C:\Users\User\Downloads\image002.png | NHSGGCCommunity Pharmacy Independent Prescriber (CPIPs) **Teams Channel** |

**Introduction to the Community Pharmacy Independent Prescribers (CPIPs) Teams Channel**

The Board’s decision to withdraw the use of WhatsApp meant that previous arrangements for communication between Pharmacy Independent Prescribers needed to be rearranged. A Teams Channel has now been set up as an alternative to WhatsApp.

As previously it is hoped that the channel will be used to enable the CPIPs to engage with their peers, obtain support and share experiences in a safe and secure environment.

To become a member of the Channel we will need your nhs.scot address to add you to the group. This means that other people in the Channel will be able to see any contact telephone numbers you have associated with your nhs.scot entry. There is no obligation for you to join the Channel and this will not affect your participation in any learning opportunities for CPIPs.

The Community Pharmacy Development Team (CPDT) is committed to ensuring that any personal information you provide is handled fairly and confidentially and in accordance with Data Protection legislation. We will not share your nhs.scot address or any telephone numbers associated with this with any third party and will only be shared with the Community Pharmacy Team (the overarching Team which the Channel sits under).

**Rules for Self-Management on Teams Channel**

To ensure we are all well connected and use this facility correctly and safely, we have developed a few ground rules for using the Pharmacy Champions Teams Channel.

1. **Respect others as individuals** - giving the other person our attention, responding politely and not ridiculing what other people say. Remember – not everyone will have the same opinion including clinical opinions and that is perfectly OK.
2. **Respect others culture, race and background -** realising that while we are all different, that deep inside we are essentially the same.
3. **Respect others privacy and confidentiality** - you must not share contact details of participants in the channel or overarching Team to anyone else and remember that anything discussed in the channel must be treated confidentially. This includes images shared, they should not include patient identifiable information or be stored or shared elsewhere.
4. **No bullying, harassment or discrimination**;
5. **No use of explicit / sexual language**;
6. **Take turns** - let everyone have a turn and do join the conversation when you can;
7. **Have Fun** - share exciting news and events or share your anxieties and worries, share your thoughts and offer support to one another. This is your channel.
8. **No Tolerance Policy** – members of the CPDT will be part of the group chat to both participate and monitor conversations to help and support when required. We may ask you to remove comment or chat that is not appropriate. In very rare cases, we may apply some form of sanction i.e. suspension/removal from the group.
9. **Make a Rule** - if you wish a rule to be added here then get in touch and let us know.
10. **If you wish to leave the group**: You should make contact with one of the Owners of the Group and formally ask to be removed.
11. **Remember** - this facility is NOT a replacement for emergency situations. The Teams channel will not be monitored 24/7 and therefore if you have an emergency please call 999 or 101 for non-emergencies.

If you need assistance to add TEAMS to your phone, please check [here](https://scottish.sharepoint.com/sites/GGC-eHealth/SitePages/M365-Management.aspx?web=1&xsdata=%3D%3D&sdata=cmw0TkZRai82bkQySm5ybU1xNWlBTkw0U0JKR1c5Z2pWeUxYRzg3UGtwQT0%3D&ovuser=10efe0bd-a030-4bca-809c-b5e6745e499a%2Clorna.brown8%40ggc.nhs.scot&OR=Teams-HL&CT=1733832441675&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDEwMjAwMTMxOCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) for additional support

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**What is Consent?**

Consent is a legal definition that simply means that you are competent and capable to make a decision once you have received adequate (or enough) information. Consent should be given without influence and in Scotland; the legal age of consent is 12 years. If you are under 12 years, Parents / Carers or Guardians will be required to give consent as well.

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| Would you like to join the CPIP Teams Channel | | Yes | No |
| If Yes, do you understand that your nhs.scot contact details will be available to other members of the overarching Community Pharmacy Team | | Yes | No |
| I understand that I can leave the group at any point without giving any notice or reason for leaving but will require to ask to be removed | | Yes | No |
| I have read and understood the guidelines and rules (noted above) for participating In the Teams Channel | | Yes | No |
| I understand that discussion in the group will be monitored by the Local Implementation Group. | | Yes | No |
| **Please enter your nhs.scot address:** |  | | |
| **Participants Name:** |  | | |
| **Participants Signature:** |  | | |
| **Date signed:** |  | | |