

NIECR and EpicCare Link Request Form



Please complete the following details to gain access to the Northern Ireland Electronic Care Record (NIECR) and EpicCare Link Systems.

Title:	Forename:	Surname:
GOS Personal code:		GOC Registration Number:
<i>This is required to create your NIECR and EpicCare Link accounts, without this accounts cannot be created.</i>		
Personal contact email address* (personal/work):		
<i>(N.B Your EpicCare Link account will be sent to this address)</i>		
Role:		
Job Title:		
Practice Code:	Practice Name:	
Contact Number:		
<i>Full telephone number (e.g.) 028 3833 4444. Direct Dial numbers preferred. Mobile numbers also acceptable.</i>		
Practice HSCNI Email Address:		
<i>(e.g. 123X.OptAdmin@hscni.net - i.e. this must be the Contractor Practice hscni.net email address for the practice submitting the request.</i>		
<i>(N.B Your NIECR account will be sent to this email address)</i>		
Name of Contractor Practice Owner/Director:		
Authorised by:		
<i>This should be your line manager</i>		

As an **NIECR** user, I understand and agree to the following, that: (You must tick the box to agree in order to receive an **NIECR** account)

- I must not share my username and password details with anyone.
- I must log out when I have finished using NIECR, and lock my computer when I need to physically leave my screen.
- I must only view records of patients or service users where:
 - I am part of the team providing care to that patient or service user, and
 - I need to view the NIECR record to assist with providing that care to the patient or service user.
- Audit logs are kept of all activity within NIECR and are regularly reviewed. If requested, I must provide information and assistance with any investigations into the use of NIECR.
- If a patient or service user has not already consented to their record being viewed by the team providing their care, I am required to ask the patient if they are content for their clinical information to be viewed through NIECR and respect their right to withhold access to their NIECR record should this not be the case.
- If I have NIECR permissions to access a patient or service user's record prior to permission to view being gained (e.g. I need to review referrals, patient is unconscious or distressed, medical emergency), I will make sure that they are made aware of the use of their information in NIECR at the earliest appropriate opportunity.
- Consent decisions are recorded in NIECR but should be noted in the local record in exceptional circumstances e.g. if there has been any issue with that patient/service user's consent, or consent to view has been withheld.
- Patient searches are only to be used when I have a valid reason for looking for that patient's record i.e. if I am part of the team providing direct care to that person. Valid reasons for searching without using HCN or Casenote numbers must be entered in the text box provided, and may be followed up as part of 'spot checking' on legitimate use of the search facility.
- I will use the 'feedback' button to pass queries, comments, compliments and complaints to the NIECR team
- I will contribute to project and system evaluation through responding to user surveys and providing ad hoc feedback on my experiences of using the NIECR.
- These user responsibilities are in addition to complying with my contractual obligations with my employing organisation, professional codes of conduct and the DoH Code of Practice on Protecting the Confidentiality of Service User Information.
- I confirm I will comply with all current IR(ME)R NI 2018 legislative requirements as set out in the Employer's Procedures for the Trust into which I am referring.
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Signed: _____

Date: _____

As an **EpicCare Link** user, I understand and agree to the following, that: (You must tick the box to agree in order to receive an **EpicCare Link** account)

- I provide health and/or social care in Northern Ireland. I have a lawful basis in accordance with Article 6 and/or Article 9 of the UK General Data Protection Regulation (UK GDPR) to access patient/service user information through EpicCare for the purposes of direct care, and I shall limit my use of patient/service user information in EpicCare Link exclusively to these purposes.
- The information within EpicCare is essential to the delivery and management of people's treatment and care throughout HSCNI. I must only view records of patients or service users where:
 - I am part of the team providing care to that patient or service user; and
 - I need to view the EpicCare record to assist with providing that care to the patient or service user.
- I shall safeguard the confidentiality of all information that I view or obtain through EpicCare at all times. I shall access patient/service user information in EpicCare Link only to the minimum extent necessary for my assigned duties or to fulfill my obligations and shall only disclose such information to persons authorised to receive it.
- I will be assigned a User ID and a one-time activation password. I shall immediately select and enter a new password known only to me. I may change my password at any time, and shall do so when required or prompted by the system. I understand that I am the only individual authorised to possess and use my individual User ID and password, and that my User ID and password are the equivalent of my signature. I shall be responsible for any use of EpicCare when accessed with my User ID. If I have reason to believe that my password has been compromised, I will report this information to encompass immediately and change my password.
- I must not share my username and password details with anyone and I must log out when I am finished using EpicCare and lock my computer when I need to physically leave my screen.
- An audit trail, noting my User ID and password, the patient/service user information accessed and the date, may be created and reviewed by encompass. Inappropriate or unauthorised access to patient/service user information within EpicCare may result in a report to the appropriate authorities. I further understand that any inappropriate access or use of patient/service user information within EpicCare may result in the temporary and/or permanent termination of my access to EpicCare.
- Patient or service user searches are only to be used when I have a valid reason for looking for that patient/service user record i.e. if I am part of the team providing direct care to that person. Valid reasons for searching without using a Healthcare Number ("HCN") must be entered in the text box provided, and may be followed up as part of 'spot checking' on legitimate use of the search facility. When accessing a patient/service user using Single Sign On ("SSO"), the patient/service user record shall exist within my user EPR outlining that I have a health and/or social care relationship with the patient/service user and therefore have a valid reason to access that individuals' health and/or social care information. I understand that this access can be audited to review all records I have accessed.
- EpicCare is provided to me on an "as is" basis. BSO makes no representations or warranties of any kind, express or implied, as to the operation EpicCare. To the fullest extent permissible by applicable law, BSO disclaims all warranties, express or implied, including, without limitation, implied warranties of fitness for a particular purpose.
- I will contribute to project and system evaluation through responding to user surveys and providing ad hoc feedback on my experiences of using EpicCare.
- These user terms and conditions are in addition to complying with my contractual obligations with my employing organisation, professional codes of conduct and any applicable guidance and legislation.
- The user attests that they have no criminal convictions at the time of accepting these Terms and Conditions.

Epic Provided Terms and Conditions

Some short, basic rules apply to you when you use your EpicCare Link account. Please read them carefully. The Epic customer providing you access to EpicCare Link may require you to accept additional terms, but these are the rules that apply between you and Epic. Epic is providing you access to EpicCare Link, so that you can do useful things with data from an Epic customer's system. This includes using the information accessed through your account to help facilitate care to patients shared with an Epic customer, tracking your referral data, or otherwise using your account to further your business interests in connection with data from an Epic customer's system. However, you are not permitted to use your access to EpicCare Link to help you or another organization develop software that is similar to EpicCare Link. Additionally, you agree not to share your account information with anyone.

Signed: _____

Date: _____

Please email this completed form to Ophthalmic.Services@hscni.net