****

**Introduction**

Authorised service users (Trust/hospital/GP practice) can access and view diagnostic test results from NHS Blood and Transplant (NHSBT) via Sp-ICE, the Specialist Services ICE web browser. Users are given read-only access to results on samples referred for diagnostic testing for their own hospital and all others that share results. This is in addition to paper-based reporting mechanisms, which are to be maintained until further notice.

To provide the best patient care, NHSBT recommends that diagnostic results are shared with all hospitals. This recommendation accords with the 7th Caldicott principle - The duty to share information can be as important as the duty to protect patient confidentiality.

**It is the responsibility of each service user to grant other hospitals access to their results. The form on page 3 contains a section for the organisation’s Caldicott Guardian or Senior Information Risk Owner (SIRO) to grant access.**

# Prerequisites

Potential users must have an N3 or HSCN (Health and Social Care Network) connection available to them. The system can be used from home (e.g. on call) if N3 or HSCN access is available from there.

The Caldicott Guardian or SIRO must appoint a role/s to act as a Primary Contact/s for diagnostic results, including Red Cell Immunohaematology (RCI), Histocompatibility and Immunogenetics (H&I), International Blood Group Reference Laboratory (IBGRL) and Cellular and Molecular Therapies' (CMT) results. This would often be the Transfusion Laboratory Manager/Medical Consultant/Transfusion Coordinator who would hold delegated Caldicott Authority. The Primary Contact may be different for RCI and H&I.

The Primary Contact is authorised to approve and create local administrator and user accounts. Users are responsible for identifying, monitoring and managing appropriate access to and use of the system by their employees. This must include invoking their disciplinary procedure in the event of misuse. The confidentiality agreement on page 2 must be provided to all users, and signed copies held by the Trust.

# Connection Process

* Service users must complete page 3 of this form electronically, print, sign and return by post or email
* The Primary Contact must complete FRM4117 “Sp-ICE Hospital Administrator User Access Request”for themselves and any additional administrators and email to ice@nhsbt.nhs.uk
* Training is self-certified using the presentation and user guide available on our [website](https://hospital.blood.co.uk/diagnostic-services/sp-ice/)
* Post training, NHSBT will email the login details to the Primary Contact/other local administrators. Local administrators can set up accounts for other local administrators and users
* All users/administrators will be forced to change their password on initial login

Local administrators must manage the local accounts including deactivating accounts when staff leave.

**Information and advice about connection process is available from** ice@nhsbt.nhs.uk

**Confidentiality agreement for users of**

**NHSBT diagnostic test results via Sp-ICE**

**This document must be provided to all users, and signed copies held by the Trust.**

I acknowledge, understand and agree to adhere to the following conditions of access to the NHSBT diagnostic test results service via Sp-ICE:

* I will maintain the privacy and confidentiality of all accessible data and understand that unauthorised access to or disclosure of personal/confidential data is an invasion of privacy and may result in disciplinary, civil, and/or criminal actions against me.
* I will not disclose the data or information to anyone other than those to whom I am authorised to do so.
* My Username is considered equivalent to my signature, and I am responsible for all system activity made under my Username.
* I will access the system only for the purposes for which I am explicitly authorised.
* On no occasion will I use the system, including personal or confidential information, for any other business purpose or for my personal interest.
* I will not provide anyone else with access to the system, either by disclosing my account details or by logging in and allowing others to use the system.
* I understand that my usage of the system will be monitored and information from the Audit Reports may be passed to my line managers.
* I will maintain proper password security by not revealing my password to anyone and changing it as required.
* I understand that the references to personal, confidential and special category data in this application are for information only and do not absolve me from my obligations under Data Protection Legislation.
* Should my employment be terminated or my work in relation to the system discontinue for any reason, I understand that I will continue to be bound by this Confidentiality Agreement

Signed

Full Name (print)

Date

**Application for online access to NHSBT diagnostic test results via Sp-ICE with Acceptance of Terms and Appointment of Primary Contacts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Service users (Trust/Hospital/GP Practice) name: |       | Address**:** |      | Location Code (ODS Code): |  |
| **If your Trust comprises of multiple hospitals, please name all** | Name(s):  | Location (ODS Code(s): |  |
| **Primary Contact Role(s)** e.g.Transfusion Laboratory Manager &/or Transfusion Coordinator |       |
| **Sharing Agreement:** The following hospitals can be granted access to view diagnostic results from our organisation: | All hospitals (default):      Following hospitals only:      No other hospitals:       |

As the Caldicott Guardian/SIRO I confirm:

1. That I am authorised to sign on behalf of the Service user(s) listed above.
2. The Primary Contact(s) are authorised to approve account applications for appropriate employees.
3. That I accept overall responsibility for the appropriate use of Sp-ICE by employees and will apply disciplinary sanctions in the event of a breach of the Confidentiality Agreement (page2).
4. The Sharing of diagnostic results as detailed above and unless stipulated the default agreement is to share with all hospitals.
5. The Primary Contact(s) will:
* Manage applications for access in accordance with the Trusts clinical information security policy and refer any cases of doubt to the applicant’s line manager for verification.
* Monitor use of the system and ensure that any cases of potential misuse are investigated and resolved.
* Manage any revocations of user access e.g. suspected misuse, leavers and job changes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role (Caldicott Guardian/SIRO)** | **Name** | **Job Title** | **Tel. No.** | **Email address** | **Signature** | **Date** |
|       |       |       |       |       |  |       |

Once complete please email scanned application to**:** ice@nhsbt.nhs.uk or post to:Customer Service Support Office, NHS Blood and Transplant, Part Academic Block, John Radcliffe Hospital, Headley Way, Headington, Oxford, OX3 9BQ.

**For NHSBT use only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location code(s) | Verified by | Date | Request raised on ServiceNow | Date |
|       |       |       | Reference       |       |