

**Medicines Management Team Data Sharing Agreement (MMTDSA) 2021**

This Data Sharing Agreement (DSA) defines the arrangements between NHS Doncaster CCG and Doncaster CCG Practices in regards to work undertaken on behalf of the GP practices by the Pharmacists and Pharmacy Technicians within the CCG Medicines Management Team.

This document applies to NHS Doncaster CCG Medicines Management Team’s (CCG MMT) Pharmacists and Pharmacy Technicians. All members of the CCG MMT have current annually renewable registrations with the General Pharmaceutical Council (GPhC), which can be checked at [**https://www.pharmacyregulation.org/registers**](https://www.pharmacyregulation.org/registers). Any current investigations and professional concerns of the individual MMT members will be highlighted on the website. Registration with the GPhC requires mandatory submission of evidence of that year’s professional development activities. All CCG MMT staff are supported to undergo documented clinical supervision on an annual basis with relevant peers. All staff are subject to enhanced DBS check on employment and this certificate is kept up to date. Practices can request the staff certificate number to assure themselves of the disclosure status of that member at any time

**Data Share Name/Identifier:** Access to Patient Medical Records in General Practice

**Between *NHS Doncaster CCG* (ICO Registration Number Z3624278)** and Choose Practice for agreement

**For what purpose is the information being shared?**

Accessing patient medical records in line with NHS information governance (IG) requirements is an essential part of the role of the medicines management team and is ordinarily approved by a GP in the practice in writing to authorise a specified piece of work. It is important that IG requirements are adhered to regardless of the work that is undertaken, in order safeguard patient and business confidentiality.

This protocol is to allow practices to agree to DCCG Medicines Management Team members who have completed IG training undertaking the following:

* Access one or more patient records via the practice prescribing system for the purposes of:
  + supporting specific prescribing issues which may arise from locally or nationally produced prescribing data
  + providing support to general practice and patient queries
  + conducting patient consultations and patient surveys related to the conditions and treatment that patient is experiencing, and services that may be developed or commissioned for the region
  + making changes to patients’ therapy
  + performing centralised searches across many records to identify patterns of prescribing
    - * This will be enabled by processing prescribing, demographic, identifying and clinical condition data. This includes reading the relevant information, performing data analytics on dosing schedules, directly contacting the patient and auditing against standards by the team member and or the supervising pharmacist on site (but via remote log in where possible) to enable clinical or technical judgements to be made.
      * Any changes recommended or made will be recorded in the patient’s record and or on the practice storage facility as appropriate. Anonymous information related to prescribing issues may be communicated to the CCG to allow development of general advice, guidelines or interventions. This information may be held on and off site by the CCG MMT or its related partners. Response information to patient contact including patient identifiable data may be stored externally to the practice or sent to 3rd parties where patient specific consent has been obtained as a result of the information set to them.

The data will be accessed and processed under GDPR articles 6,1 (c): processing is necessary for compliance with a legal obligation to which the controller is subject; e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and article 9,2 (h) processing is necessary for the purposes of preventive or occupational medicine, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional. This should be used in conjunction with NHS England Code of practice for confidential information and related Doncaster CCG policies. Further detail is available in the supporting information.

After signature this protocol will be:-

* Scanned and stored, or if electronically signed, stored in the MMT shared folders at the CCG. An electronic copy can be made available to the practice on request.

Please note that the practice Caldicott Guardian signing this protocol agrees that:

* Members of the MMT are suitably fit and proper persons to enter the practice, access appropriately relevant patient records and undertake the above activities.
* The practice will grant CCG team members access to a folder on the practice drive system to store work reports including patient data in the practice. If this is not acceptable a paper file will be provided to store such information in the practice noting that this is a higher risk and less reliable manner of storing information.
* The practice will take responsibility for the notification of all relevant practice staff.
* The practice has made patients aware that their records are accessed by various health care professionals for the above purposes e.g. via practice leaflet, website or other communication and that the practice has applied appropriate restriction to the records of patients who have withdrawn consent.

**Signature of Practice Caldicott Guardian**

Click here to enter a date.

**Date review due: April 2022**