

Tower Hamlets GP Care Group NHS Smartcard policy

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| Date Issued | 16 th March 2016 |
| Date to be reviewed | Periodically or if statutory changes are required |
| Title | NHS Smartcard Policy |
| Supersedes | All previous Policies |
| This policy will impact on | All staff |
| Financial Implications | No change |
| Policy Area | Information Governance |
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| Issued By | Chris Banks |
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Approval Record

| | Committees / Groups / Individual | Date |
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| Consultation | Quality, Safety & Governance Committee | |
| Approved by | Dr Joe Hall, Chair, Governance Committee | March 2017 |



NHS Smartcard Policy

1-Introduction

For Healthcare Professionals to access National Programme for IT (NPfIT) applications they need to be registered. The registration process for the National Programme has to meet the current Government requirements and will be applied nationally.

This is based upon the NHS professional's organisation/s role/s, area/s of work and business function. The primary method by which users will be enabled to access an NPfIT application is via a Smartcard issued during the Registration Process. Once an applicant has been successfully registered they will have a User ID, pass-code and Smartcard, which will permit their access to the appropriate application/s and information. The process of gaining access to the National Programme applications is called National Programme Registration. The Registration Process is operated at a local level by a Registration Authority which is required to conform to National Registration Policy and Practices. THGPCG have a service level agreement with Barts Health to provide RA for THGPCG staff.

2- Registration for Smartcards

THGPCG will promote the use of smartcards for all users of the clinical record system as part of the Data Quality Strategy. THGPCG aims to standardize RBAC role for job profiles and will work with the RA provider to achieve this aim.

The process for applying for a smart card will be as follows

1. Service Lead identifies appropriate members of staff
2. Service Lead liaises with Bart Health RA team who will follow the BH procedure to establish identity and issue a smart card once all security measures have been applied

3- Audit

The management and use of Smartcards will be subject to internal and external audit to ensure that national and local policies are being followed. Audits would typically cover:

The management of Smartcards

The profiles associated with users in relation to what they do

The use of Smartcards

The use of NPfIT applications

Identity management

Security of supplies and equipment

Smartcards are handled securely by Users

RA documents are used and stored appropriately

Access to NPfIT Applications and Records is controlled appropriately

Unused Smartcards are stored safely and appropriate records are kept

RBAC role allocation and de-allocation is performed appropriately

Random checking of RBAC roles with those requested by the Sponsor

Random checking of users not sharing their Smartcards

Random checking that users are not leaving Smartcards unattended in their workplace



4- Training & Support

Staff will be required to undertake the Blue Stream IG training module annually.

The THGPCG Information Governance Briefing will be distributed to staff on induction and circulated via email whenever updated. This document along with supporting policies will be available on the THGPCG website

5-Mointoring & review

The THGPCG will review this policy annually