

17 July 2023

Connecting to Share for Care: Action required

Share for Care is the confidential electronic record sharing framework that is being rolled out across Bedfordshire, Luton and Milton Keynes (BLMK).

If your practice is not currently connected to Share for Care, you will not be able to view information from records held by partner organisations involved in your patients' care. This document explains what you need to do.

Benefits to you and your patients

Accessing Share for Care will bring a wide range of benefits to you and your patients:

- ✓ **Improved efficiency of care:** Supports sharing of historical records at the point of care avoiding repeated questioning of patients. Up to date medication records are available. Initially the main benefits of this are to patients presenting for secondary care but as the two acute trust electronic records develop there will be increased patient management records available from them. Mental health records are also available and over time relevant social care records will also be included.
- ✓ **Safer care:** You will be able to see any medication changes recorded on the trust pharmacy system as well as new sensitivities or allergies.
- ✓ **Quicker care:** Saves time chasing information or repeating investigations or tests which may have been carried out in other care settings.

To connect, you must first sign the Share for Care Information Sharing Framework via the Information Sharing Gateway (ISG)

The Framework is effectively an information sharing agreement to allow access to the data, signed electronically through the Gateway. To do this, the following information is required:

1. The ISG requires several key roles are filled to ensure it functions correctly. **We need you to tell us the name and email address of the staff in your practice that should fulfil these roles (as below) so we can add their details to the ISG:**
 - a. **Senior Officer** – responsible for signing off any sharing or processing agreements on behalf of the practice – this is likely to be your Caldicott Guardian or Senior Clinical Partner.
 - b. **Administrator** – responsible for inputting sharing agreements, managing local user details, and supporting colleagues with initial queries – this is likely to be your Practice Manager.
 - c. **Data Protection Officer** – this role should be carried out by your registered DPO who is responsible for providing your practice with advice and guidance on any sharing or processing – in most cases this is Paul Couldrey, PCDC.

Please email these details to lesley.meekins@nhs.net to be added to the ISG.

2. Once added, you will receive an email from the ISG asking you to register. Please do this within **24 hours**, otherwise the link will expire and you will have to email lesley.meekins@nhs.net to request another.
3. Once registered on the ISG, the Senior Officer needs to sign the Memorandum of Understanding (MOU) for the practice. This will show on your page following registration. Please email lesley.meekins@nhs.net when this is done.

4. Finally, the Senior Officer will receive an email from the ISG asking for you to sign the Share for Care Framework.

You should then be completely set up. If you have any further queries, please do not hesitate to contact lesley.meekins@nhs.net who will then review and help further if required.

Enabling Share for Care access on SystemOne

Once you have signed the Information Sharing Framework, the lead at your practice with SystemOne admin rights will be able to make the small SystemOne configuration changes necessary to allow connection to the BCA Shared Health and Care Record.

Appendix 1 at the end of this letter contains the instructions for this. If you experience any difficulties with the instructions, please email blmkicb.sharedrecord@nhs.net

Help us to raise awareness of Share for Care

Please help to raise awareness of Share for Care to your patients. Communication materials for your website, social media and digital information screens were shared via the GP Bulletin earlier this year, but are also available on our website, along with a poster and leaflet (including easy read versions). www.blmkhealthandcarepartnership.org/sharedrecord (please scroll to the end).

If you would like any more information about Share for Care, please visit our webpage www.blmkhealthandcarepartnership.org/sharedrecord

Sent on behalf of

Mark Thomas
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Appendix 1



Hertfordshire, Bedfordshire and Luton
ICT Shared Services

Bedfordshire Care Alliance Shared Care Record Viewer (How to configure the SystmOne Toolbar)

*Hertfordshire, Bedfordshire and Luton ICT Shared Services is hosted by
Herts and West Essex ICS*

Overview:

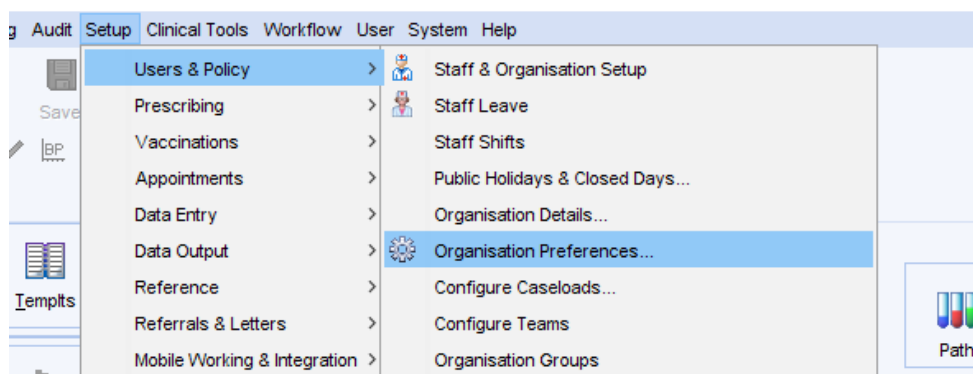
This document instructs SystmOne users on how to configure the SystmOne toolbar and add the Beds Care Alliance (BCA) Shared Care Record button to access patient information held at the hospital on the practice default toolbar or individual users' toolbars.

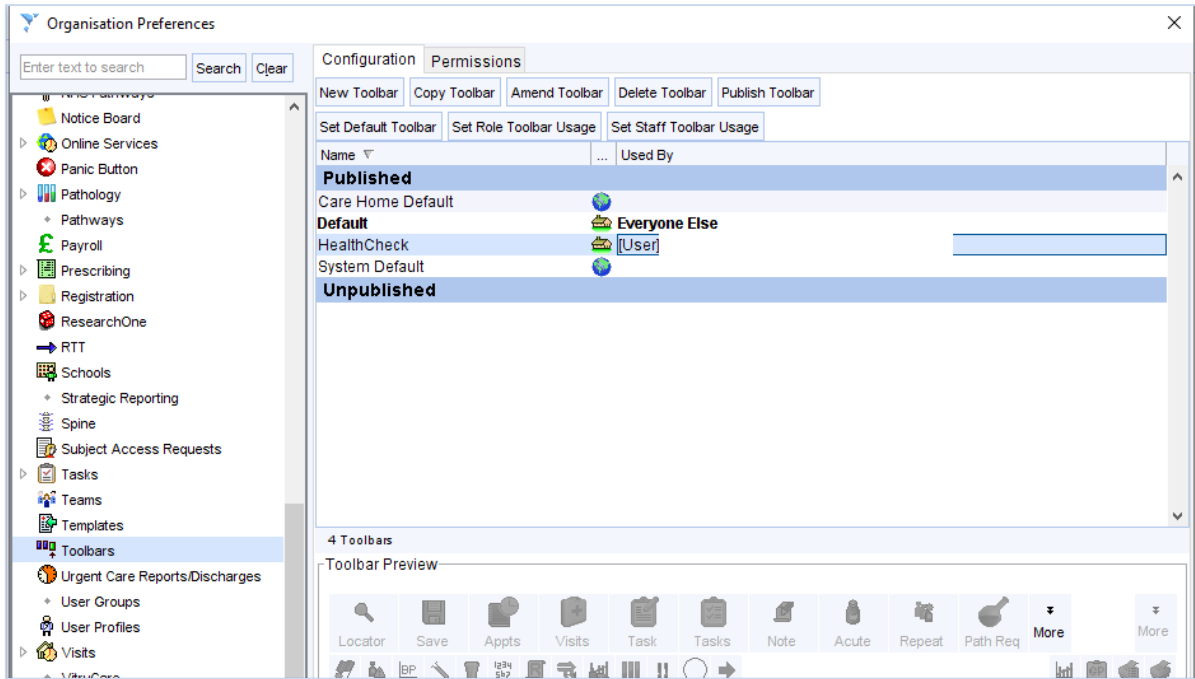
Default Toolbar:

Some practices standardise their SystmOne toolbar so that it is the same for all of the users, this is usually called the 'default toolbar'. Other practices allow users to configure their own toolbars and users will need to be granted permission in settings within the unit to allow them to do this.

To find out if your SystmOne unit uses a 'default toolbar' check within the 'organisation preferences'

Setup -> Users & Policy -> Organisation Preferences -> Toolbars

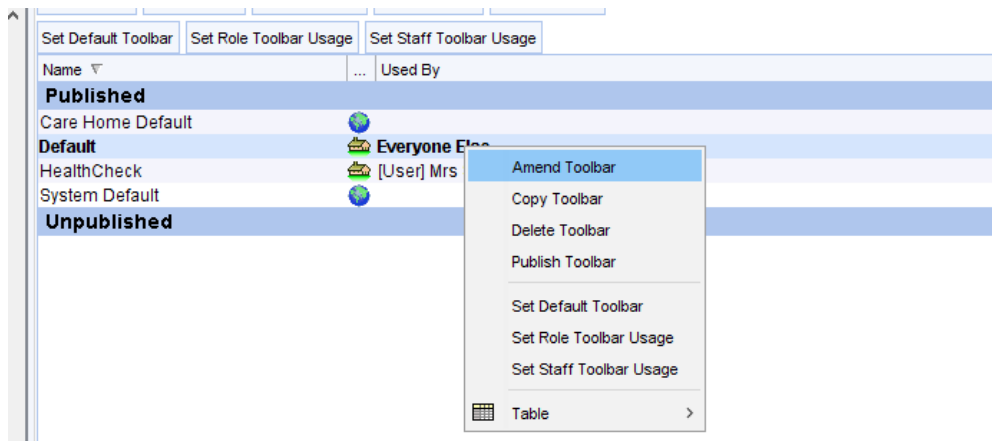




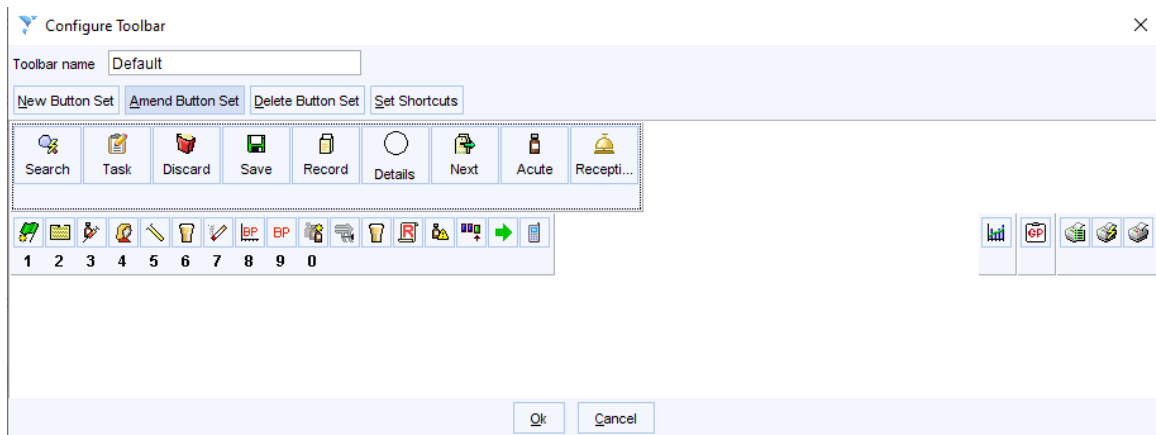
From this screen (shown above) you can see the toolbars available in the unit and which members of staff are assigned to use them.

In this instance there is one member of staff assigned to user the 'HealthCheck' toolbar and everyone else is assigned to use the 'Default'.

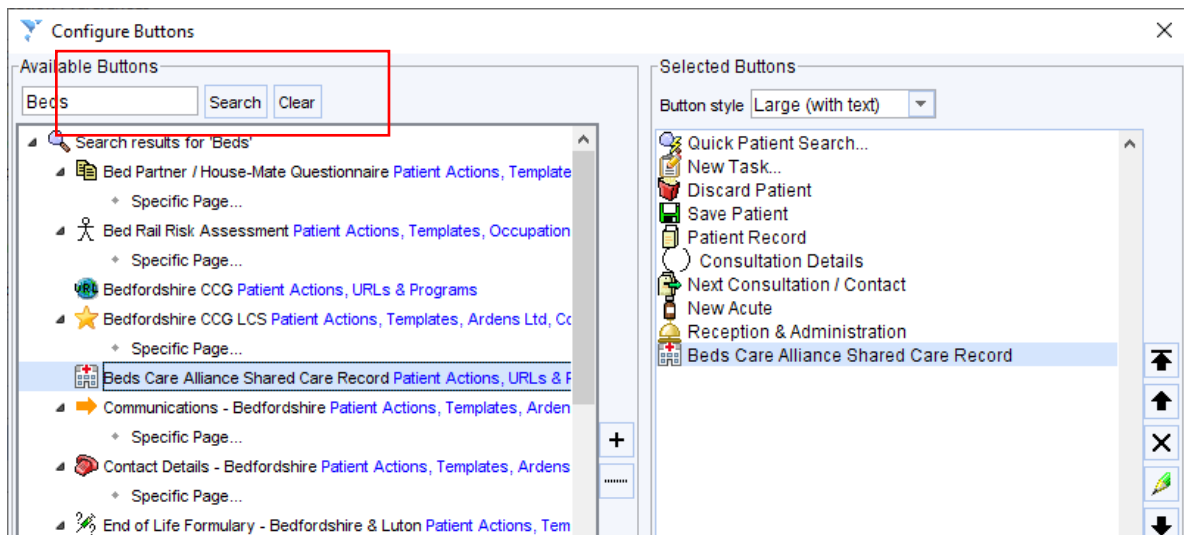
To add the required button to the toolbar, right click and select 'Amend Toolbar'



The next window to open will show a copy of the current configuration of the toolbar. Once you have decided on the placement of the new button, select the correct grouping and click 'Amend Button Set'

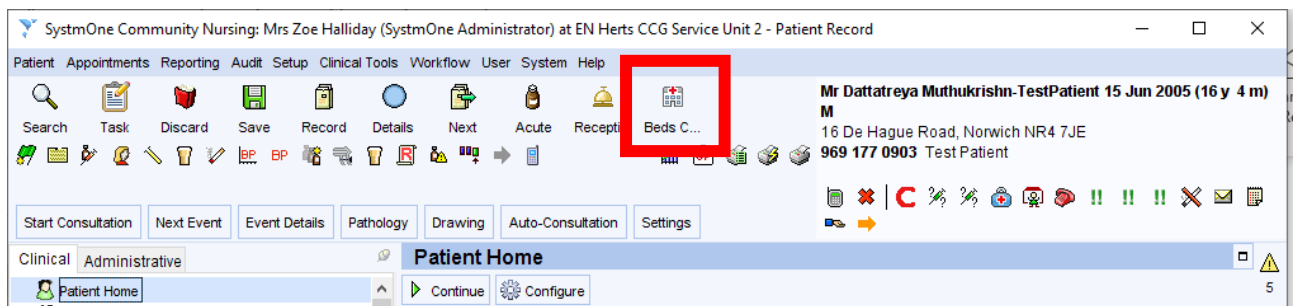


Use the search functionality to find the correct URL 'Beds Care Alliance Shared Care Record'



Double click on the correct option and that will move it to the right-hand column. You can change the placement in the row by using the up and down arrows on the right-hand edge of the box.

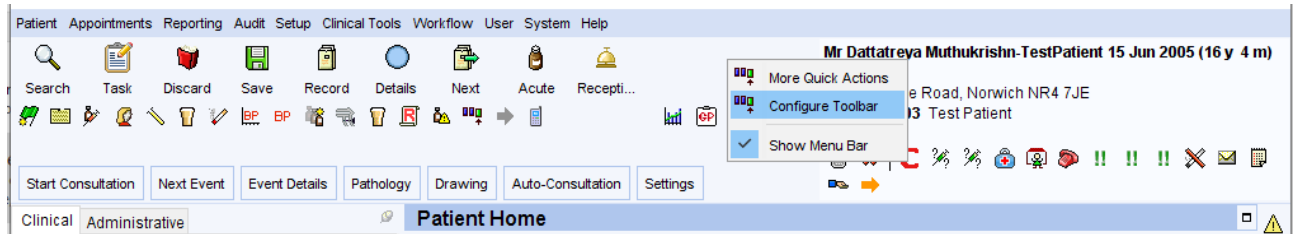
When you are happy with the placement click on 'OK' and when you return to the SystemOne screen the button will appear.



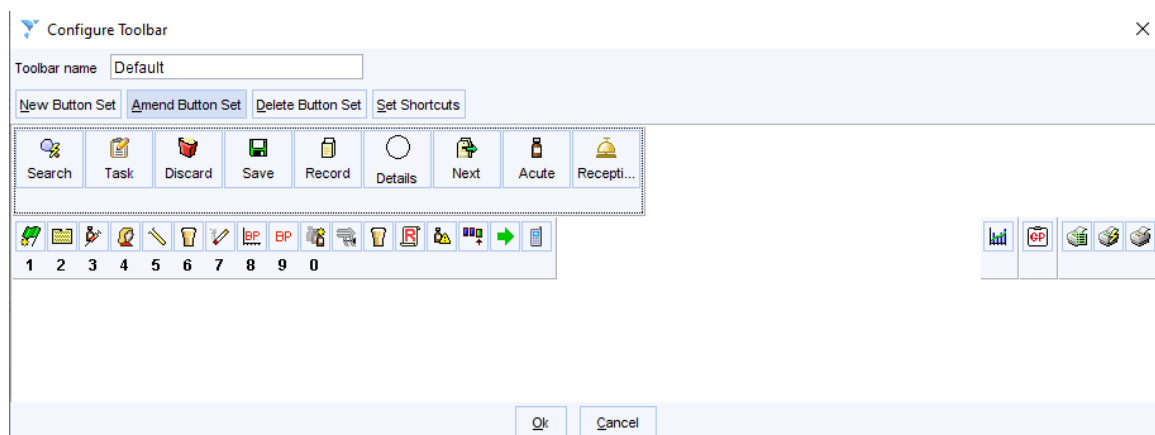
Custom Toolbar:

Users can personalise their toolbars themselves (with the right permissions) and add options and buttons. **It is important to note that if you use a custom toolbar, any changes made to the toolbar for everyone else will not be reflected on your screen so we would always recommend an organisation default for all users.**

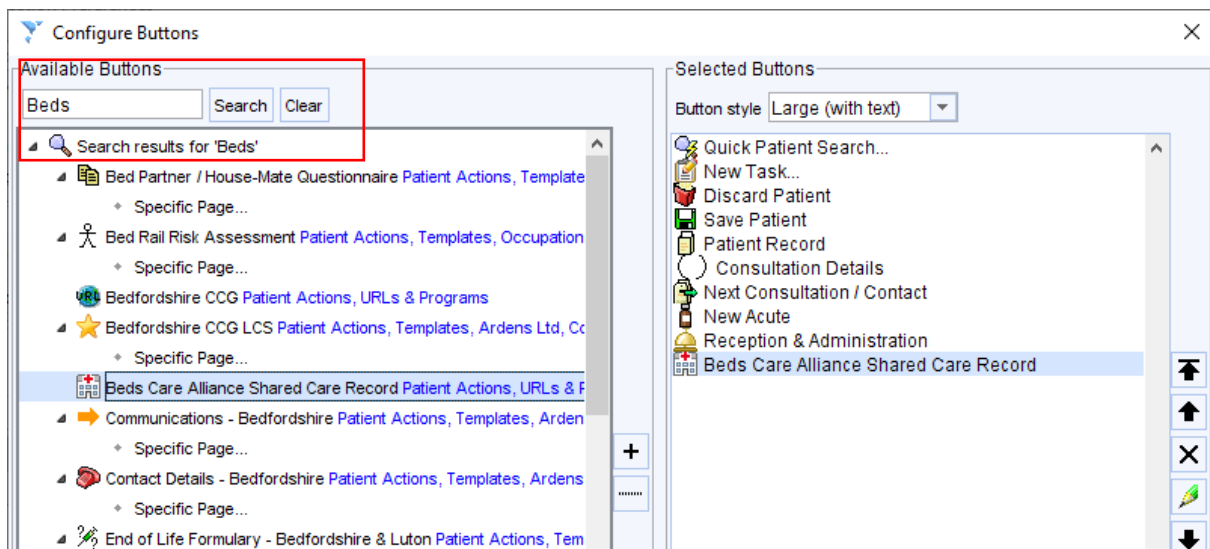
To customise the toolbar, right click on a blank area and 'configure toolbar'



The next window to open will show a copy of the current configuration of the toolbar. The toolbar name will use your first name and this can be changed to a name of your choice. Once you have decided on the placement of the new button, select the group and click 'Amend Button Set'

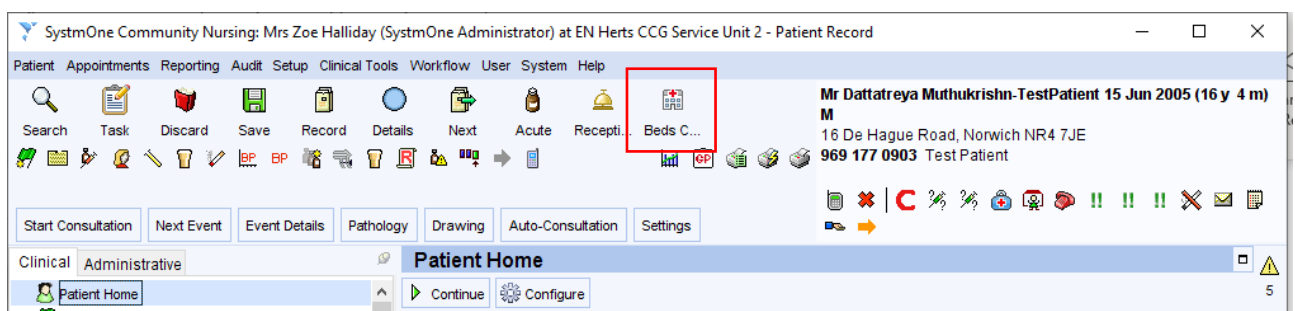


Use the search functionality to find the correct URL 'Beds Care Alliance Shared Care Record'



Double click on the correct option and that will move it to the right-hand column. You can change the placement in the row by using the up and down arrows on the right-hand edge of the box.

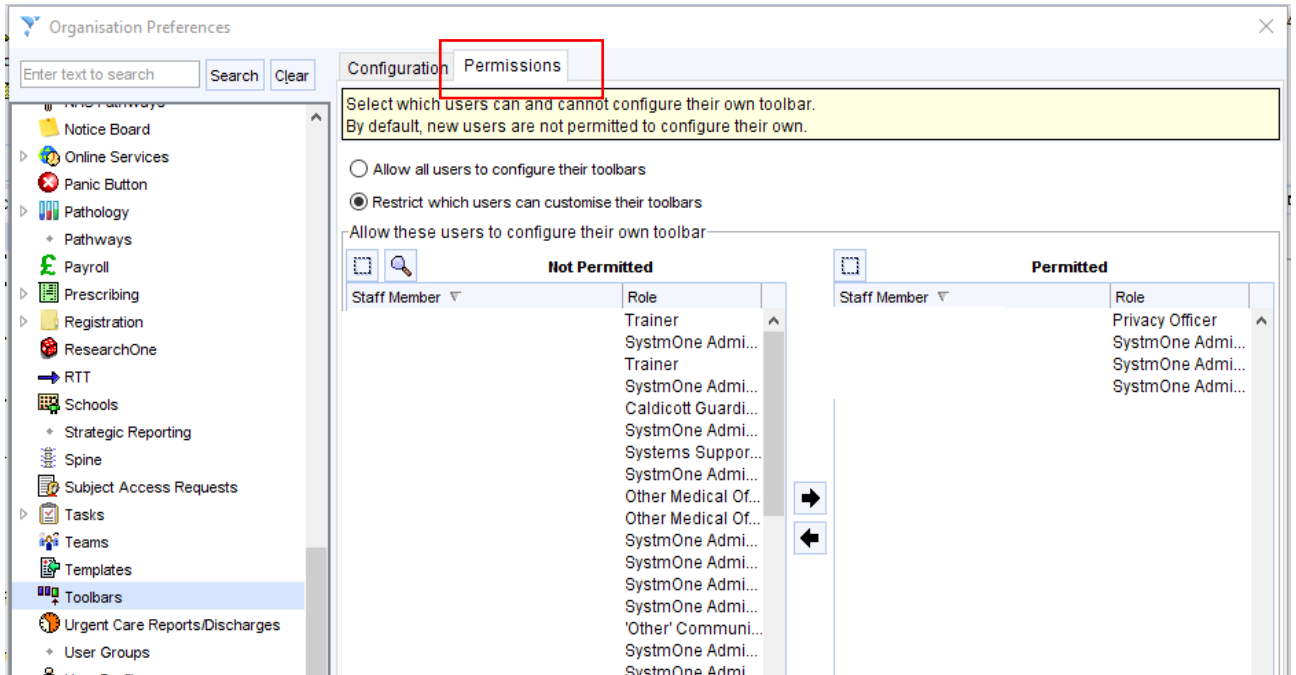
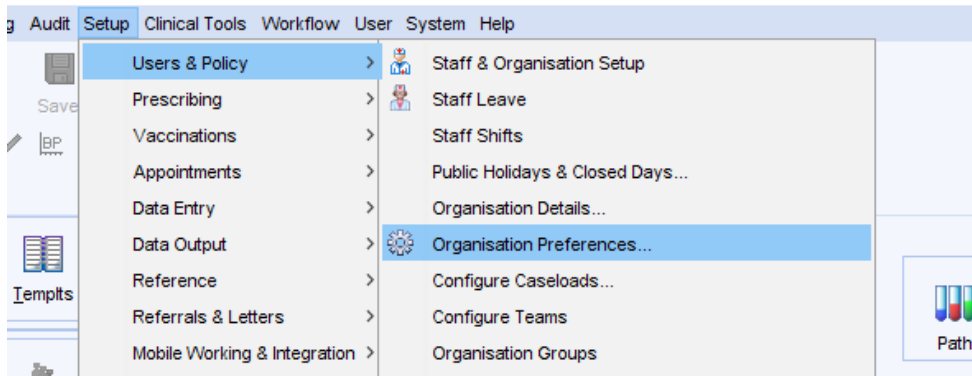
When you are happy with the placement click on 'OK' and when you return to the SystemOne screen the button will appear.



Granting permission to configure the toolbar:

For staff to configure their own toolbar they will need to be granted permission within organisational preferences.

Setup -> Users & Policy -> Organisation Preferences -> Toolbars -> Permissions Tab



To grant permission you will need to find the staff member in the left hand 'Not Permitted' column and double click to populate them in the right hand 'Permitted' column.