

Data Security & Protection Toolkit & NHS Mail Accounts



What is it?

The Data Security & Protection Toolkit (DSPT) is a requirement for all care services operating under an NHS Contract from April 2018. Providers need to be compliant with the standards and be able to show evidence of it.

An NHS Mail account is a secure email which will ensure safe transfer of patient information, such as prescriptions and assessments from the discharge teams.

Why do I need to know?

- Care Homes will need to comply to meet their contractual and statutory data protection and data security obligations.
- Evidencing compliance with the DSPT will provide evidence to the Information Commissioners Office that you are also compliant with the clinical elements of General Data Protection regulation (GDPR).
- You may have heard from your GP practices that they are ending the use of fax machines. You will therefore need an NHS Mail account, so we can continue to share information.

I don't currently have an NHS contract?

Although you may not currently have a contract with the NHS, you will need to complete the DSPT in order to obtain an NHS Mail account. You may also in the future have individuals funded by the NHS within your home, or existing residents who become eligible for health funding. Completing the DSPT will ensure there are no delays in setting up a contract and payment when this occurs.

How can I get some help to do this?

We are available to help you complete the DSPT and obtain an NHS Mail account. We are offering individual support to anyone that needs it. This is a simple process and takes 30 minutes to complete. Please contact the following email address to request a visit from your locality Market Development Manager: D-CCG.PersonalHealthBudgets@nhs.net

Coming soon: NEW 'Over the Counter' Guidance Sheet

Caring for Care Homes is launching a new guidance sheet to help care homes with 'over the counter' (OTC) and pharmacy only (P) medications.

What are Over the Counter and Pharmacy Only medicines?

Over the counter medicines may be purchased from a pharmacy or other outlets such as convenience stores or supermarkets. Pharmacy only medicines may only be purchased from a pharmacy. Products from both of these groups of medicines can be purchased to treat or alleviate the symptoms of a condition that is either:

- self-limiting and does not require any medical advice or treatment as it will clear up on its own, such as sore throats, coughs, colds and viruses or
- a minor illness that is suitable for self-care. These conditions include, for example, indigestion, mouth ulcers, warts and verrucae.

The guidance sheet provides information about what this means for care homes, what to do with patient records, storage requirements and issues for care homes to consider. For more details, please check out our **Guidance sheet 30: Over the Counter and Pharmacy Only Medication in Care Homes**.



PrescQIPP FREE Medicines use in care homes courses

PrescQIPP have produced three bespoke e-learning packages to support care home staff involved in any aspect of medicines use. The courses are **free** for all care home staff and easy to register for. Individual registration is required for members of staff. Each course should take around 2.5 hours in total to complete, but please note that it is designed to be completed in stages and not finished in one sitting.

There is a quiz at the end of each of the modules and this will test your understanding and recap key learning points. A pass mark of 70% is required to complete the course and you will receive a certificate.

To register

- Go to www.prescqipp.info
- Click the grey **Register** button in the top right-hand side of the screen
- Select the radial button in the blue area **I work for a care provider but do NOT have an NHS email address**
- Complete your personal details (all fields are mandatory)
- When you get to **Organisation** in the drop-down menu select **DEVON**
- Leave full access passphrase blank
- Tick **I have read and accepted the terms and conditions**
- Click **Register**
- You will receive a confirmation email which you will need to activate to enable you to log in

To login

- Go to www.prescqipp.info/
- Click the grey **Login** button in the top right-hand side of the screen
- Enter your email address and password
- Click Login
- On the banner across the page (under the PrescQIPP logo) click on **Learning**
- On the right-hand side of the page click on the blue button **Access e-learning**
- Click on the green button **Access e-learning**
- Scroll down to find the **Medicines use in care homes course 1, 2 or 3**
- Click on the relevant blue button **Access course**
- Click **Enrol**
- Work your way through the modules

Any problems please contact help@prescqipp.info

Medicines use in care homes:

Course 1

- Introduction
- The role of CQC, the NICE Guideline and Quality Standards
- The management of medicines in care homes
- Management of self-medicating residents
- Administration of inhalers
- Administration of eye drops
- Administration of transdermal patches
- Administration of topical products
- Administration of PRN medicines
- Case studies
- Final assessment and feedback



Medicines use in care homes:

Course 2

- Introduction
- Refused and omitted doses
- Covert administration of medication
- Controlled drugs (CDs)
- Bulk prescribing
- Homely remedies
- Waste reduction
- Case studies
- Final assessment and feedback



Medicines use in care homes:

Course 3

- Introduction
- Medicines and falls risk
- Antipsychotic medicines in dementia
- Administration of anticoagulants
- Administration of methotrexate and other cytotoxic medicines
- Administration of bisphosphonates
- Administration of medicines used in Parkinson's disease
- Case studies
- Final assessment and feedback



Updated Guidance sheets coming soon

02 Controlled Drugs
v5_2019

25 Parkinson's
v3_2019

24 Oxygen
v3_2019

30 Over the counter &
pharmacy only medications
v1_2019