



Ensuring joined up care between your College Nurse and your GP

This leaflet explains how your health information is recorded by your College Nurse and your College Doctor's practice and who can see this information. This ensures that there is safer, better coordinated care between the nurses and the doctors.

How is my information recorded?

The College Doctors and Nurses both record your information using the same secure clinical system called EMISWeb. The nurses view and input their information via a VPN which is a secure encrypted connection. This information then appears in your main NHS EMISWeb record held at your GP surgery.

How is information shared between the College Nurse and your College GP Practice?

The GPs and Nurses at your GP practice can see any information entered by your College Nurse. Similarly when the Doctors and Nurses at the practice enter information into your NHS record this will also be seen by the College Nurses, if and

when you make an appointment with them. For legal reasons the College Nurses cannot see patients without recording their data in a secure clinical record and sharing this with the patient's GP practice.

What if I am not registered with a College Doctor?

The NHS and your College recommend that you register with a College Doctor in Oxford while studying. They are available for free, accessible, local care if you fall ill whilst studying, are able to advise about local services and also are able to provide medical certificates when needed in and around examinations which your 'home GP' would not be able to offer. For more information see

<http://www.nhs.uk/Livewell/studenthealth/Pages/Fivehealthsecrets.aspx> If you choose to stay with your home GP, the College Nurses will need details of your home GP practice to be able to share their consultation with them. In some cases they may want to request a summary of your medical information via fax or secure NHS e-mail.

How will my information be kept safe?

Your GP Surgery is responsible for safeguarding the information in your GP medical record. Only people involved in your care can view your record. All attempts to access your record are recorded. Anyone who attempts to access your record illegally can be prosecuted.

What are your choices?

- **If you are willing** for your GP medical record to be shared between the College Nurse Service and your GP practice when required for your care, you do not need to do anything. Your record will remain securely stored and will only be accessed if you use the College Nurse Service. Consultations with the College Nurse will be taken as implicit consent for the sharing as above.
- **If you are NOT willing** for your College Nurse medical record to be shared with your GP Surgery under any circumstances, then unfortunately you will not be able to use the College Nurse service.

Information sharing outside of your GP Practice

The College Nurses will not share any of your medical information with any college staff member without your express consent other than in exceptional circumstances e.g. should you be deemed

to be at risk of serious harm, or should you have lost the capacity to give this consent.

When you register or registered with a GP practice they should give you a leaflet about NHS initiatives to share your personal information for visits to the hospital and other healthcare settings (Summary Care Record) and if you register in Oxfordshire to the Out of Hours GP service (Oxfordshire Care Record). The information that the College Nurse Service inputs will be included in these records.

- **If you are happy with this arrangement** and you have signed up for these sharing agreements with your registered GP then you do not need to do anything
- **If you have already opted out** of sharing your personal information for other NHS initiatives, such as the Summary Care Record or the Oxfordshire Care Summary, your record including your College Nursing records will not be shared. If you change your mind and want to allow your record to be shared with the other healthcare settings or wish to stop this sharing agreement, please contact your GP Surgery.

Complaints

If you have any complaints or concerns about the services that you have received, please get in touch as soon as possible. If you would like to make a complaint or to express a concern, you can pick up a leaflet at your College Nurse's office, download our complaints leaflet from www.oxfed.uk/oustudents, or contact Sheree Martin, OxFed Head of Operations on 01865 788 885 sheree.martin1@nhs.net

Find out more at OxFed.uk