# Setting up proxy access for care home staff to access residents’ online records | Checklist for GP practices

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| Activity | 🗸 or notes | Available templates/resources |
| Agree who will lead the project |  |  |
| Discuss plans with staff, care home manager and local pharmacy |  |  |
| Communications plan |  | D11 Communications plan guidance |
| Agree data sharing agreement with care home and complete local Data Protection Impact Assessment (DPIA) |  | D1 GDPR Data sharing agreement template for care homes/practices  D1a DPIA |
| Set up proxy access in your clinical system, if necessary |  | D7 & D8 Set-up user guides for TPP and EMIS GP systems |
| Receive patient consent forms from care home and save in patient’s clinical record (one for each resident) |  | D5 Care home resident consent form for proxy access to their online record |
| Receive request for proxy access by care home (one for each member of staff) |  | D6 Proxy access request and removal of access form for care staff |
| Set up proxy access for staff and send log-in details |  | D7 & D8 User guides for TPP and EMIS GP systems |