**Medxnote Registration form**

Welcome to St George’s Hospital.

In keeping in line with upcoming technology and innovation the Trust is launching the use of a new Messenger App.

Medxnote is the App that has been selected to replace WhatsApp and Text messaging in the clinical setting. Medxnote is secure and IG complaint and is end to end encrypted.

You will be able to send pictures and clinical information between yourselves without any concerns surrounding Data Protection and Patient Confidentiality.

In order to gain access and have an account you must complete the registration form. You must review the End user acceptance policy and agree to the terms and conditions of Medxnote’s use.

You also agree to the use of your mobile number as is with WhatsApp. For the purpose of Trust registration we will collect your basic information including name, surname, Mobile Number, Trust email, role and Department. Only your mobile number will be shared with Medxnote and this will be stored in their database in an encrypted Field. Details submitted in this form are details you will have already shared and will be stored in a secure Trust Location. Your details will not be shared with other staff, HR etc. nor will it be accessible to other members of staff.

Please complete form electronically and email to [Medxnote@stgeorges.nhs.uk](mailto:Medxnote@stgeorges.nhs.uk); you must also complete the Declaration on the back of the form

|  |  |
| --- | --- |
| **Surname** |  |
| **First Names** |  |
| **Mobile Number** |  |
| **Trust Email Address** |  |
| **Job role** |  |
| **Department/Specialty** |  |

|  |  |  |
| --- | --- | --- |
| Date of Induction Program | | |
| Day | Month | Year |
|  |  |  |

NOTE\*: Access will not be granted unless signed by applicant.

**DECLARATION:**

**As stated in all staff contracts, all employees are responsible for maintaining the confidentiality of information gained during their employment by the Trust.**

**In signing this form you confirm that you are fully aware of the Trust’s policies and procedures on confidentiality, data protection, copyright and IT usage (summarised below), and understand the responsibilities demanded of you. The Trust network and core systems contain sensitive personal data, as such staff are bound by legal duty to the Data Protection Act (1998) and the Misuse of Computers Act (1990), as well as Patient confidentiality, to treat all information in strict confidence. The Trust’s Information Governance policies provide full coverage of the relevant legislation and standards. These policies are embodied in a single guidance document for staff, the Confidentiality Code of Conduct, which is available on the Intranet or from the Information Governance Manager**

This Declaration explains how the Medxnote Instant Messaging (IM) service should be used. It is your responsibility to ensure that you understand and comply with this policy. It ensures that:

• You understand your responsibilities and what constitutes abuse of the service.

• Personal data is not put at risk.

If you have any questions about these terms and conditions, you should contact the Medxnote team at info@medxnote.com

The Medxnote team reserves the right to update this document as necessary. A copy of the

current version can be found at http://medxnote/com/ToBeConfirmed

General information about the Medxnote Messenger service

The Medxnote Messenger service has been provided to aid the provision of health and social care and this should be your main use of the service. It is intended as a replacement for unsecure consumer instant messaging applications such as WhatsApp, SMS Text, Facebook Messenger and SnapChat The use of these and other similar applications is prohibited for clinical or sensitive data.

**Your responsibilities when using the service**

**General responsibilities**

You must not use the Medxnote Messenger service to violate any laws or regulations of the United Kingdom or other countries. Use of the service for illegal activity is potentially grounds for immediate dismissal and any illegal activity will be reported to the police. Illegal activity includes, but is not limited to, sending or receiving material related to paedophilia, terrorism, incitement to racial harassment, stalking and sexual harassment and treason. Use of the service for illegal activity will result in the immediate suspension of your Medxnote account.

You must not use the Medxnote service for commercial gain. This includes, but is not limited to unsolicited marketing, advertising and selling goods or services.

You must not attempt to interfere with the technical components, both hardware and software, of the Medxnote system in any way.

When you set up your Medxnote account you must identify yourself honestly, accurately and completely.

You must ensure that the PIN /passcode you set for the Medxnote system is kept confidential and secure at all times. You should notify your local Administrator if you become aware of any unauthorized access to your Medxnote Messenger account.

You must not use the Medxnote Messenger service to disable or overload any computer system or network. Where excessive account activity is detected your account could be suspended without notice to safeguard the service for all other users.

You must familiarize yourself with the Medxnote Support pages which include important policy guidelines, information about known issues with the service and user/administration guides.

**Responsibilities when using the Medxnote Messaging service**

You must not attempt to disguise your identity.

You must not send any material by Medxnote that could cause distress or offence to another user.

You must not send any material that is obscene, sexually explicit or pornographic.

You must not use the Medxnote service to harass other users or groups by sending persistent messages to individuals or groups.

It is your responsibility to check that you are sending messages to the correct recipient, as there may be more than one person with the same name using the service.

**Information governance issues**

Medxnote supports the secure exchange of information and is not designed as a document

\Management system or e-mail replacement.

Documents that are required for retention/compliance purposes should be stored within your organization’s document management system in accordance with local Information Governance policies.

Your Organization is entitled to seek access to message metadata and audit data as required to support information governance processes without your prior consent. Such requests are strictly regulated with the process detailed in the training and guidance pages.

**Using Medxnote Messenger to exchange sensitive patient information**

The Medxnote service is a secure service, this means that Medxnote is authorized for sending patient information, such as clinical data, between NHS staff.

If you intend to use the service to exchange clinical data, you should adhere to the following guidelines:

• Caldicott and local Information Governance principles should apply whenever patient sensitive information is exchanged.

<HTTPS://www.igt.hscic.gov.uk/Caldicott2Principles.aspx>

• If personal identifiable information is visible to other people it is your responsibility to make sure that those people have a valid relationship with the person.

• You must make sure that the data is protected. You should ensure that security features are enabled on your phone or mobile device such as encryption and screen Lock. For Apple iPhone enable Touch ID and Passcode. For Android Phones enable Screen Lock/encryption.

• Unattended devices must be locked to ensure that data is protected in the event of the device being lost or stolen.

• If your device is lost or stolen you must immediately contact Medxnote to have your account suspended. If you change your mobile it is your responsibility to notify Medxnote.

If you leave the trust you must notify Medxnote so that your account can deactivated.

• Remember that personal information may be accessible to the data subject i.e. the patient, under Data Protection legislation.

By ticking this box you are agreeing that you have read and agree with;

* The Trust policy
* Medxnote user policy
* Terms and conditions for using this app