

## NHS Information Governance Compliance

As you will be aware, all community pharmacies must be able to provide annual information governance assurances to their commissioners regarding the management of personal information within their organisation. Pharmacies are required to complete the Information Governance Toolkit, an online assessment tool available at [www.igt.connectingforhealth.nhs.uk](http://www.igt.connectingforhealth.nhs.uk), to evidence their assurance.

To assist you in completing the Information Governance Toolkit we have detailed the information that you may require from Cegedim Rx below. If you require any further information please contact the Cegedim Rx service desk on 0844 630 2000

### **Requirement 116**

Cegedim Rx always takes great care to ensure all customer information and contracts remain safe and confidential.

### **Requirement 118**

Requirement 118 is not applicable to your pharmacy as your pharmacy has an indirect connection to N3. Your network aggregator is either Vialtus or InTechnology. Cegedim Rx assures customers that both Vialtus and InTechnology have completed the IGSOC process and will continue to maintain this compliance.

### **Requirement 209**

Cegedim Rx stores all its customers' data on secure servers within the UK. Cegedim Rx does not transfer any of the data stored on these secure servers to any organisation outside of the UK.

### **Requirement 308**

Any digital information transferred via Cegedim Rx's CRxDefence online backup service is encrypted before it leaves the pharmacy. This data is then stored within the UK at a secure data storage centre. The data is not passed to any other organisation.

The data transferred by Information Manager, Network Manager and Afaria is hosted on secure servers within the UK. The information is never moved away from these servers.

### **Requirement 305**

Requirement 305 specifies that pharmacies should have procedures in place to manage staff access to computer based information systems like Pharmacy Manager and Nexphase. We have detailed below the steps that you can take to ensure that this requirement is fulfilled for your PMR system.

## Requirement 305

A summary of the technical access controls in place.

This document lists all the access control settings relevant to the Cegedim Rx PMR systems. These settings are available, but not necessarily in use at each Pharmacy. Details of how to activate and manage these settings is available in the Help files or, alternatively, the Service Desk will be able to assist you.

As standard Cegedim Rx computers auto log into Windows, however user log in can be configured using the standard Windows user account management tools in the control panel if the store so desires.

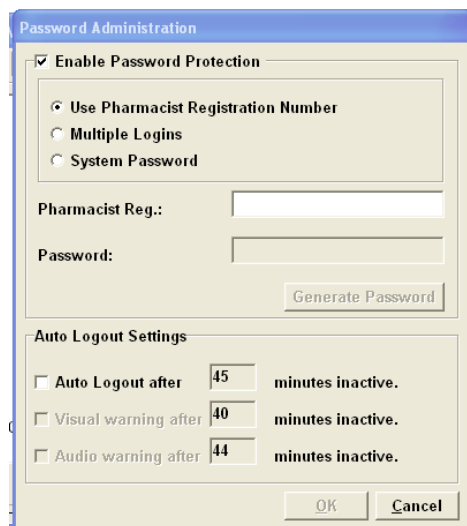
### Pharmacy Manager

Password protection can be added to Pharmacy Manager which will force the user to enter a password to use Pharmacy Manager.

Once a valid password has been entered, full access to the system is granted and unless the user logs off, the system is open for use by any member of staff.

The password can be a standard password which is used by all users, multiple passwords can be entered, giving a password to each person that uses the system. The password can require a RPSGB number and password which is individual to the Pharmacist.

There are also a number of “time out” options; see screen shot below:

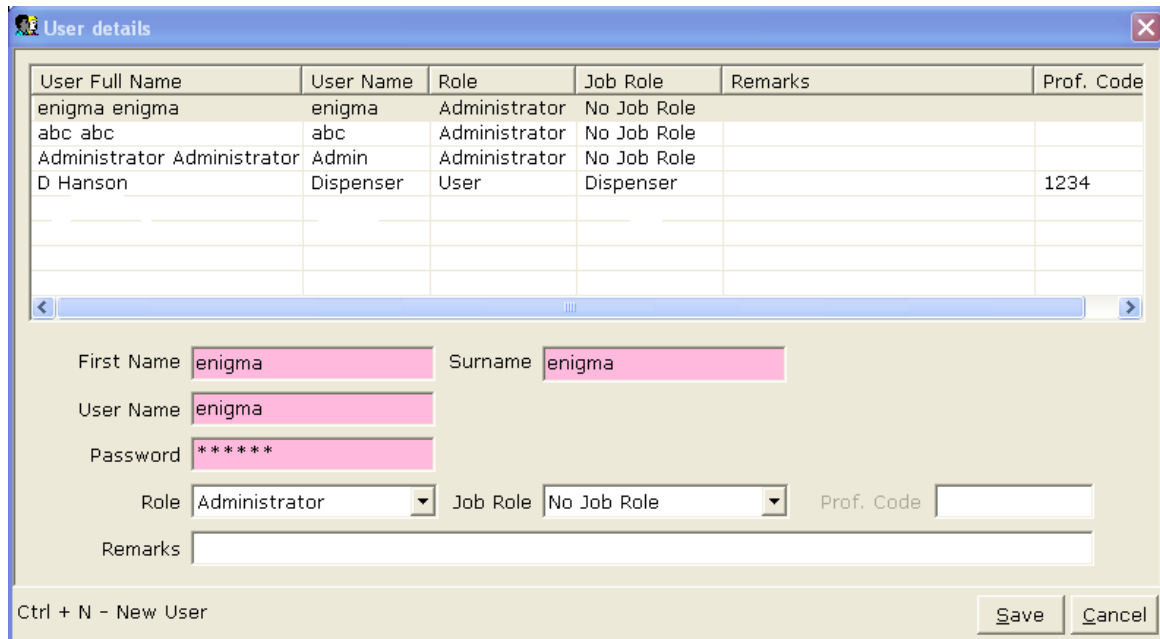


As EPS develops the access rights will develop and will become related to the access roles on the Smartcard.

### Nexphase

As standard a password must be entered to access the Nexphase program. Once a valid password has been entered, full access to the system is granted and unless the user logs off, the system is open for use by any member of staff.

Users and their roles can be entered and maintained via the user maintenance menu



User Full Name	User Name	Role	Job Role	Remarks	Prof. Code
enigma enigma	enigma	Administrator	No Job Role		
abc abc	abc	Administrator	No Job Role		
Administrator Administrator	Admin	Administrator	No Job Role		
D Hanson	Dispenser	User	Dispenser		1234

First Name  Surname   
 User Name   
 Password   
 Role  Job Role  Prof. Code   
 Remarks

Ctrl + N - New User Save Cancel

The administrator role allows full access to the system.

The user role restricts access to certain system configurations. It does not affect the access to patient records and dispensing facilities.

As EPS develops the access rights will develop and will become related to the access roles on the Smartcard.