

## Good Practice Guidance for Care Homes

### Consent to proxy access to GP online services

This document **must be completed in full** to evidence due process has been followed to authorise the care home to order medications via the GP practice online ordering system

**Blue Boxes:** Care Homes to complete

**Grey Boxes:** GP practice to complete

#### Part 1: Resident Details

<b>Name of Resident</b>		<b>Date of Birth</b>	
<b>Care Home Name</b>			
<b>GP Practice Name</b>			
<b>GP Practice ID</b>		<b>ID vouched for by</b>	

#### Part 2: Person Responsible for Online Ordering:

This should normally be the registered manager of the care home who has overall responsibility for secure systems and processes within the care home. The care home manager may delegate the actual ordering of the prescription to a trained responsible member of staff.

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Email address</b>			
<b>Position in care home</b>			
<b>Signature</b>		<b>Date</b>	

#### Part 3: Consent by Resident

Please allow the care home manager as detailed above to manage/delegate the ordering of my repeat prescription via online services. They are responsible for the safeguarding of my sensitive medical information and will treat the information as confidential, they will be responsible for the security of any information seen or downloaded, and will inform the practice if they suspect/know that the account has been accessed by someone else. I reserve the right to reverse this decision at any time and understand the risks of allowing someone else to have access to my health record.

<b>Signature of Resident (consenting to access)</b>		<b>Date</b>	
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#### Part 4: If resident consent cannot be given

##### a) Mental Capacity Decision (to be completed by care home)

The above resident has been assessed and it has been decided that they do not have the capacity to make a decision to allow online ordering of repeat prescriptions by the care home.

<b>Decision Maker Name</b>			
<b>Position in Care Home</b>		<b>Date</b>	

##### b) Best Interests Decision

To be completed by a person with Health and Wellbeing Lasting Power of Attorney or GP practice if there is no person appointed.

It is in the best interests of the resident to allow online ordering of repeat prescriptions by the care home.

<b>Decision Maker Name</b>			
<b>Position</b>		<b>Date</b>	