perinatal institute
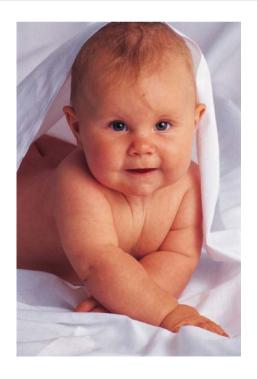
for maternal and child health

MANNERS

MANNERS

GOOD PRACTICE

GUIDELINES

Security of any database containing patient information is of the highest importance.

The Data Protection Act 1998 must be observed at all times and patient confidentiality protected.

This brief guide has been written to help ensure that all users of the system be aware of their responsibilities and comply with best practice.

General

- Ensure that consent has been given for collection of the data
- Do not leave your screen unattended when using the system
- Do not allow unauthorised persons to view the data
- Log off and close the browser before you leave

System features

- Each individual who needs to use the system will have a user account created.
- The request for a new account must come from the designated contact within each unit.
- Once the account has been created, the user must logon within 7 days and change their password or the account will be disabled.
- If an account has not been used for 28 days it will be disabled.
- If a user is found to be using another person's account, the account will be disabled.

If your account needs to be re-activated, please phone the helpdesk. (Number on MANNERS help page)

- Requests to re-activate an account must be made by the designated contact within each unit.
- The designated contact must keep the Perinatal Institute informed of changes in staff.
- There will be a forced change of password after a specified time period

Passwords

- These should not be kept in view of others
- They should be at least 6 characters long
- They should contain both numeric and alphabetic characters
- They should not contain dates
- They should not contain the hospital/unit name
- They should not be the same as any other system password
- They should not be easy for someone else to guess e.g. the name of your pet, car registration etc.

If you are worried that the security of your password may have been compromised, please contact the help desk.

Further information can be obtained from the MANNERS website at nww.manners.nhs.uk