

## STANDARD OPERATING PROCEDURE (SOP) FOR TELEDERMATOLOGY

### 1. PURPOSE

The purpose of this SOP is to ensure compliance with the General Data Protection Regulations (GDPR) and to enable GPs and Practice staff to take images of a patient's skin condition for attachment to the patient record and onward referral to Dermatology at LTHT. The benefit is that this will allow the Consultant Dermatologists to make safe and accurate diagnosis of the skin conditions of Leeds patients on the basis of images, rather than requiring all patients to attend individual face to face appointments

### 2. SCOPE

The scope of this SOP is to outline how to take the images of a skin lesion for attaching to a 2 week referral for suspected skin cancer and to specify the responsibilities of the Practice in this process, including the maintenance and management of the equipment provided.

**This applies to 2ww referrals to Leeds Teaching Hospitals only.**

This SOP does not include information on the criteria for sending a 2 week wait referral or how to complete that referral.

### 3. RESPONSIBILITIES

#### 3.1 Roles

General Practitioner / Practice Staff (where appropriately trained)

- To take three separate images of the lesion as outlined in detail in section 4, that can reliably be used by the Consultant to triage the referral.
- To attach the images to the 2 week referral and send this electronically via e-RS. The referral should always be completed using DART for Systmone practices or the current 2 week form in use for EMIS practices.

Consultant Connect

- Consultant Connect is responsible as the data processor for ensuring that the images taken using the photoSAF application are stored in a secure Cloud which is fully IG compliant. No images will be stored on the iPod.

Practice

- The Practice is responsible as data controller for the images once they are taken and stored on the Cloud.
- The Practice will use the Practice generic nhs e-mail account login details to access the Consultant Connect PhotoSAF application and to access the Consultant Connect website to download the photographs to the patients record. This should be managed in line with GDPR regulations.
- The Practice must delete the photographs from the Consultant Connect website once the referral has been sent. The photographs must always remain in the patient record on EMIS/Systmone as they form part of the clinical record.

### **3.2 Equipment / Assets**

- The ipod and dermatoscope are to be kept secure by the Practice at all times. If loss, theft or damage to the iPod, dermatoscope and/or accessories is determined to be caused by negligence or intentional misuse by any individual within the Practice the Practice will be liable financially for repairs or replacement of the equipment.
- If the iPod is damaged through normal use the CCG will be responsible for replacement. Contact the IT support team at the CCG on 0113 8432923
- The iPod is provided exclusively for use in teledermatology and will not be enabled for any other purpose e.g. taking images of other conditions or with other applications. The CCG will making sure that the iPod is installed with the PhotoSAF app. They will have the ability to access the iPod remotely to enable password reset, unlock the device if required and lock the device deeming it unusable by anyone else should it be stolen/lost. Contact the IT support team at the CCG on 0113 8432923
- Consultant Connect is responsible for any issues with the running of the PhotoSAF app. They can be contacted on 01865 261467 or by emailing [hello@consultantconnect.org.uk](mailto:hello@consultantconnect.org.uk).
- Shuco International Ltd are responsible for replacing the dermatoscope should it become faulty. The dermatoscopes are under a five year warranty.

Please email [sales@schuco.co.uk](mailto:sales@schuco.co.uk) and provide the following information:-

- Contact Name and Number
- Contact address
- Serial no.
- Explanation of issue with Scope
- Identify yourself as part of the Leeds CCG contract

Shuco International suggest that for cleaning the contact plate for infection control you use a non-alcoholic wipe however they recommend purchasing ICECAP – Infection Control Caps for DL200 which clip over the contact plate. These can be purchased at: <https://www.schuco.co.uk/products/dermatology/icecap-infection-control-caps-dl200/>

- The Practice must not use any other practice equipment (e.g. a GPs personal iPhone) to access the PhotoSAF application and to take images that are then saved to the cloud. This will be seen as a major breach in Information Governance as well as the contract between the CCG and the Practice.

## **4. SPECIFIC PROCEDURE FOR 2WW REFERRAL FOR TELEDERMATOLOGY**

### **4.1 Patient Consent**

1. In giving consent the patient needs to have understood and agreed to the purpose of taking the images, what images will be taken and that they understand the images will be linked to their NHS Number , how the images will be used, who will have access to the images, and how the images will be stored. They also need to understand how they can remove consent for the use and storage of the images.
2. The patient leaflet covers all this information and must be given to the patient during the consultation.
3. If consent is not given complete referral without images.

### **4.2 Taking the images**

1. Log in to the iPod using the Practice access code

2. Click on the Consultant Connect icon and then open the photoSAF app.
3. Click on the screen to indicate that patient consent has been confirmed.
4. Where there are multiple lesions take three images of the most significant lesion. For multiple lesions the patient will be offered a face-to-face appointment.
5. Take image 1. Locator image

This should be an image that clearly identifies where on the anatomy the lesion is located. This image will allow the Consultant to gauge the patient's background skin type, texture and level of actinic damage. The entire limb, head or torso should be visible.



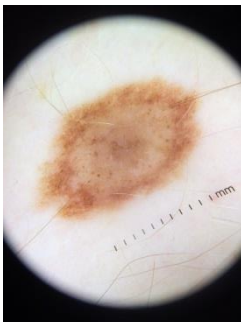
6. Click on the icon to take another image
7. Take image 2. Macro image

This should be a close up image of the lesion, taken without the dermatoscope. The lesion should be centrally located and the surface detail easily visible e.g. scaling/crusting in sharp focus.



8. Click on the icon to take another image
9. Take image 3. Using the dermatoscope

Attach the dermatoscope to the iPod. The retractable contact plate should be extended to it's full length and the light switched on. Rest the contact place on the skin and vary the pressure until the vessels and pigment are in sharp focus.



10. Add the patients NHS number to the images
11. If you are unable to get clear images then state this on the referral form explaining why. The patient will then be offered a face-to-face appointment.

It is imperative that infection control procedures are followed and that all equipment is appropriately cleaned in between use. Shuco International suggest that for cleaning the contact plate you use a non-alcoholic wipe however they recommend purchasing ICECAP – Infection Control Caps for DL200 which clip over the contact plate. These can be purchased at: <https://www.schuco.co.uk/products/dermatology/icecap-infection-control-caps-dl200/>

#### 4.2 Completing the Referral Form – this should always be completed by a GP or other trained Healthcare Practitioner e.g. Nurse Practitioner.

1. Complete the 2WW referral form via DART in Systmone or by using the correct Word form in EMIS.
2. Ensure you tick the box to confirm that patient consent was given / not given as appropriate.
3. If no image was taken then the reason why should be made clear on the referral form.

#### 4.3 Downloading the images and attaching to the ERS referral (GP or admin staff)

1. Open the Consultant Connect webpage and log in
2. Find the images for the patient using the NHS number  
*If the images cannot be found on the photoSAF app using the NHS number (this may happen if it has been typed in incorrectly) then no images should be attached to the referral form and the reason why should be made clear on the referral form. Do not try to second guess which images might be the right ones.*
3. To ensure you have the right images you should also check that the date and time recorded with the image on PhotoSAF matches the consultation record and that the photographs show the area of the body described on the 2ww form. If there is any doubt discuss with the referring GP.
4. Save all three images separately to the designated 'Teledermatology' folder on the practice server. Save each image using the filename format: 'NHS number, date, locator or macro or scope' e.g. '123456789 10.04.18 macro'. This will provide consistency of where and how images are saved across practices so our IT department can provide support if required. (Never save to your desktop)
5. Import the images to the patient record.
6. Complete the referral within ERS, attach the referral form and all three images.
7. Once the referral has been made delete the images from the Consultant Connect webpage and from the server

Note: More detailed instructions on how to access the images and download them to Systmone/EMIS including screenshots have been sent to your Practice Manager or are available from the CCG

## 5. CHANGE HISTORY

SOP version no.	Effective Date	Significant Changes
1.	08/05/2018	Initial document