**Advice and Guidance Tele-dermatology**

**Quick Reference Guide**

***What is it?***

A service enabling GP’s across Cornwall to obtain a rapid opinion on the diagnosis and primary care management of skin eruptions from consultant dermatologists at RCHT. This is a useful alternative to a face-to-face clinic for selected patients.

***Inclusion criteria***

* New patients/ presentations
* Skin eruptions only (NOT lesions)

Please note normal direct email links with individual consultants remain for existing patients who are known to dermatology.

***3 Things you need to refer***

1. Clinical image (from digital camera or smartphone)
2. Consent form
3. A dictated letter or proforma

Everything can be found on the RMS website: <http://rms.kernowccg.nhs.uk> Clinical Referral Guidelines > Dermatology > Teledermatology.

***Here’s how:***

1. Print consent form from the RMS website which patient reads + signs
2. Take photo

 Photograph the signed consent form at the same time

If the patient has good photographs on their own smartphone consider asking them to email them in instead of taking your own.

1. Dictate letter (or complete proforma)
2. Email photos to practice secretary (using secure NHS.net account) OR upload directly from camera.
3. Secretary uploads information via the e-Referral System (e-RS), which is used for all NHS referrals nationally.
4. Response through the e-RS within 72 hours.
5. Patient will need a follow up appointment to discuss outcome and plan further treatment if required.

***Using Smartphones:***

If using your personal smartphone camera this will need to be linked to your NHS.net email account and a few other tweaks made which are outlined in the box below. For iPhone users this explained in a separate document on the RMS website and on our youtube channel. (Search for ‘telederm cornwall)

* Because you are using your own device to capture sensitive material, we are asking for written consent. This helps to protect you and your patients. Please try to avoid using this method for pictures of the face or genitals.
* To transfer the image from your smartphone onto the clinical record so it can be used in the referral you will need to either:
	+ Email the image to the practice secretary using NHS.net.

OR

* + Hardwire the phone using it’s USB charging cable.

**Information Governance** **Standards** when using personal smartphones:

1. Images shared only with secure NHS.net email
2. Use NHS number or patient number ONLY as identifier
3. Handset must auto-lock after 5 minutes
4. Handset must be passcode protected
5. i-cloud photo sharing must be toggled off (unless using PowerPDF app)
6. Images must be deleted immediately after sharing/upload

***Photography tips:***

* Use the ‘macro’ setting on the camera
* Ensure good lighting (using angled lamp, camera flash) but ensure images is not over exposed (appears white and washed out)
* The image must be in focus(crisp, detailed image). It helps to use the autofocus and keep the camera steady.
* Include a distance shot to illustrate distribution/location as well as a close up.
* Consider placing a ruler in shot for scale.

***Contacts:***

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