

General Points

A copy of this form will be left with you following completion.

The purpose of the consent form is to

- i) Ensure that you understand the OPAT service (the “**Service**”) that you will receive and to obtain your consent for this service, and that you understand your responsibilities regarding care of medication and ancillary devices including sharps bins in your home. A separate information leaflet on OPAT service will be given to you;
- ii) Outline the personal data in relation to you that we will collect, store or process in respect to the Service, the purposes for which we will use such personal data, and the persons or categories of persons to whom we may disclose such personal data;
- iii) Obtain your specific consent for the collection of and processing of your personal data for the purpose of providing the Service; and
- iv) In the event that the Service is being provided to a person under the legal age of consent (16 years old) a parent/ guardian/ ward of court will be required to sign this form.

What personal data will be collected?

All personal data that is obtained/ retained in relation to you and your medical history and disclosed to our service providers including a Community Intervention Team (CIT), TCP Homecare Limited, Point of Care Health Services Limited and Baxter Healthcare Limited (the “**Nominated Service Providers**”) will be treated in the strictest confidence. All personal data will be held securely in written and/ or electronic format at the Nominated Service Providers’ premises and/ or at the premises of an approved electronic hosting provider. Some personal data

will also be processed for payment and treatment purposes by the HSE.

The type of information disclosed to Nominated Service Providers or other relevant service providers will include:

- Your name, address, date of birth, contact details and next of kin.
- Your relevant medical history and any prescribed medications
- Any necessary health and medical data that is required to share with the nurse in the CIT / Nominated service provider so that they can deliver the service to you.
- Your Personal Public Security Number (PPSN), Drug Payment Scheme No. (DPS), Medical card no./ Long term Illness card no.

These details will be sent to the Nominated Service Providers via a secure IT referral, the prescription will be faxed/ sent via secure email to TCP Homecare/ Point of Care/ Baxter Healthcare and if you will be seen by a CIT nurse the referral details will be faxed/ sent via secure email to them.

What may be done with your personal data?

By signing this consent, you acknowledge that any personal data we process about you may be used:

- to inform the Nominated Service Providers (and CIT if applicable) on any medical information they require to deliver the Service;
- to inform your General Practitioner and/ or Public Health Nurse that you are receiving treatment within your home;
- by the Nominated service provider/ CIT to compile and forward a report to your doctor detailing your treatment.
- to forward (where necessary) details of any clinical event to the appropriate regulatory body/ pharmaceutical medical department (including the manufacturer of any product giving rise to the clinical event) or as otherwise may be directed by current regulations and/ or guidelines.

- in respect of your PPSN/ DPS No./ GMS No./ LTI No. by the HSE in processing payment for the Service.

The information on your diagnosis and treatment will be compiled together anonymously, and used in a report to compare hospitals in Ireland and may be used to compare Ireland with other countries. (Your personal data will not be shared for the purposes of such report.)

What rights do you have in relation to the Data Protection Act 2018?

Your data must only be made available to those that should have it and must only be used for specified purposes

You should be aware of the following rights that you have in relation to the above Act, which include:

- Right to have your personal data processed in line with data protection legislation
- Right to information about your personal data
- Right to access your personal data
- Right to know how your personal data is being processed;
- Right to have your personal data amended or deleted if appropriate;

In the event that you wish to exercise any of the above rights as may be applicable in the context of the service, you can do so by contacting a member of your medical team

Name:

Contact Number:

Alternatively contact:

What responsibility do you have regarding Medicines left at your home (if not applicable, please disregard)

- A supply of medicine as prescribed by your Doctor will be left within your home for the purpose of carrying out your treatment. Your medicine must be stored in its original packaging at all times in a safe place which is out of the reach of children.
- It must not be tampered with and items must only be removed and used by the attending nurse/under the guidance and instructions of the nurse.
- You remain responsible at all times for the safe storage of your medicine.

Where a fridge is provided for the storage of your medicine (if not applicable, please disregard)

Where a fridge is provided to you by TCP Homecare/ Point of Care/ Baxter Healthcare in connection with the Service, you will be responsible for the fridge which will include ensuring that:

- The fridge is positioned in a suitable place as per the provided instructions;
- The fridge is only used for storage of your medicine and any other supplies for administration purposes;
- The fridge is not accessed by anyone other than you (where you are self-administering the medication), the delivery driver and/or your nurse;
- The fridge will remain plugged in at all times;
- In the event of a power failure or any other situation which could have an effect on the correct storage of your medicine, you will contact the OPAT service management control centre MCC (01-4276007) as soon as possible; and
- You report any problems to MCC.

Where sharp bins are provided (if not applicable, please disregard)

- You will be supplied with a “Sharps box” in which to place your sharp items once used. This box must be stored in a safe place which is out of the reach of children. When not in use it must be placed in the closed position as per the “waste disposal service” leaflet.
- You remain responsible at all times for the safe storage of your sharp items and sharp bin(s) and where you are self-administering the medicines, the safe disposal of your sharp items in the sharps bin. The sharps bin will be collected by TCP/ Point of Care/ Baxter when you are finished with it.

Where ancillary items are provided (if not applicable, please disregard)

- A supply of ancillary items and equipment will be left within your home for the purpose of carrying out your treatment. This box must be stored in a safe place which is out of the reach of children.
- This box must not be tampered with and items must only be removed and used by the attending nurse/under the guidance and instructions of the nurse. You remain responsible at all times for the safe storage of the ancillary box and equipment.



**National OPAT
(Home IV)
Service
Consent leaflet**