



## **Virtual Clinic Attendance from Home – Student Instructions**

Dear student,

You have been invited to attend an outpatient or GP clinic virtually. These will form an important part of your learning this year and will increasingly form part of a doctor's usual practice and so it is important that you are able to attend and make use of these learning events. In order for this to occur certain conditions need to be met. Please review the list of requirements/conditions below and sign the agreement prior to attendance. Please check that you have all the required equipment and it is in working order ahead of your clinic date and that you are able to meet the requirements below. This may include undertaking a test call if required.

1. You will need your UCL iPad to access the consultation– you may only use this device to attend the virtual clinic unless express permission has been given by the supervising clinician to use an alternative device.
2. You must have installed the latest system updates to prevent unauthorised eavesdropping and must not have installed any apps from an unknown/untrusted source on your UCL iPad
3. You will require stable internet/WiFi connection - you will use data when you are on the call, waiting in the waiting area does not use data
4. You are required to take reasonable measures to ensure that the space you are using to attend clinic remotely is private and avoid inadvertent disclosure of information. Any breaches of patient confidentiality will be taken seriously. These measures include the following:
  - a. A private room with the door closed or a headset to ensure confidentiality
  - b. To avoid interruptions you should consider the following – locking the door if possible, signs/notices on the door to indicate that no one should enter the room or disturb you whilst attending the clinic, if living in a shared home make others aware that you are undertaking clinical activities virtually and should not be disturbed.

Any breaches of patient confidentiality should be reported to the supervising clinician

5. No aspect of the clinic may be digitally recorded by you. You must not take any screenshots, recordings or pictures during the clinic. Again, any breaches of patient confidentiality will be taken seriously
6. Mobile phone usage is not permitted during the clinic unless you have been given express permission to do so by the supervising clinician.
7. Dress code – professional attire must be worn in accordance with UCL guidelines for attending clinical placements. This is an outpatient clinic so you should dress fully (top and bottom) as you would if attending in person. Crumpled/creased clothing will be visible to the clinician and patient.
8. You will be using your webcam and your background will be visible to the clinician and patient - please ensure that anything visible in the background is appropriate for a patient-facing encounter. Consider a plain background without personal effects.

9. The clinician may refuse you entry to the clinic if they feel that you are not in a suitably private space, if the quality of the video connection is not adequate, or if they have any concerns over potential breaches of patient confidentiality or professionalism including how you are dressed, the background visible and any background noise. Please understand that this will be done in the patient's best interests.
10. For the duration of the clinic you must assume you are in a working in a professional capacity in the hospital or GP environment and not at home. You must be focussed entirely on the clinic and behave as you would if attending in person.

Please sign below to document your agreement.

Name:

Signature:

Date: