**Dermatology Advice and Guidance**

**Quick Reference Guide**

***What is it?***

A service enabling GPs across BNSSG to obtain advice and guidance on diagnosis and management of skin conditions in primary care for patients who would otherwise have been referred into secondary care.

***Inclusion criteria***

* A patient is registered with a GP practice in BNSSG
* There is diagnostic or management uncertainty and would normally be referred to secondary care
* Do not meet suspected cancer 2 week wait referral guidance <https://cks.nice.org.uk/skin-cancers-recognition-and-referral#!scenario>
* Do not have a dermatological problem affecting the genital area

***3 Things you need to send***

1. Clinical images (regional, local and dermoscopy for lesions) (from digital camera or smartphone)
2. Consent form
3. A referral letter or dermatology referral form

***Here’s how:***

1. Print consent form
2. Take photos

 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 dermatology referral form (can use skin templates integrated into EMIS to autopopulate this form)
2. Email photos to practice secretary (using secure NHS.net account) OR upload directly from camera into EMIS.
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 5 working days.
5. Patient will need a follow up appointment to discuss outcome and plan further treatment if required.

***Using Smartphones:***

If using your 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.

* As Data Controllers you should carry out your own risk assessment regarding the use of your personal mobile phone. This helps to protect you and your patients.
* 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 its USB charging cable.

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

1. Images shared only with secure NHS.net email
2. Use NHS number or patient number and initials ONLY as identifier in email header
3. Handset must auto-lock after 5 minutes
4. Handset must be passcode protected
5. Cloud photo sharing must be toggled off (unless using PowerPDF app)
6. Always Disable the Photo geotagging on smart phones
7. Always set the privacy controls to restrict the access of 3rd party applications to the smart Phone Camera and albums
8. Images must be deleted immediately after sharing/upload

***Photography tips:***

Remember, if the photos are not adequate, it will not be possible to comment on them and will waste your time and the time of the patient and the Dermatologist.

Assuming you will use a mobile phone or similar:

* Take photo against a plain/uncluttered background eg wall of consulting room
* use flash – but from > 30cm so you don’t get bleach effect
* if no flash have excellent lighting
* take between 2 and 5 photos
* for lesions, dermoscopy will increase chance of useful dermatology comment
* take photos from different angles
* take a detailed image and some from distance
* for focus, tap your screen on the area of defined focus (defined by line box)
* for light exposure, hold your finger tip for 2-3 seconds on your screen on the area of defined focus (AE/AF lock)

***Contacts:***

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