

### Caldicott Guardian Visit Checklist

The following document should be used as a general guide whilst conducting a Caldicott visit.

All observations should be recorded including any potential issues as well as any good practice.

Date of Visit	
Ward / Department and Site	
Care Group / Division	
Inspection Team	Caldicott Guardian Data Security & Protection Officer
Departmental Lead	
Date Summary Report Completed and forwarded to HoS & SIAO	
Agreed Date of Revisit	

#### Areas to Review

Area / prompts	Comments
Privacy when obtaining details from patients (segregated areas for staff and patients / notices and signage) e.g. <i>stand behind this point at reception to ensure conversations are not over heard</i>	
Disclosure of patient details when overheard e.g. calling patients or discussing cases (Areas for confidential conversations, without over hearing)	
Physical Security - Rooms containing confidential material: secure or not (door open or closed)	

<p>Confidential waste management (Blue bin) ensure information cannot be removed</p>	
<p>Whiteboards: visibility by general public and details held (identify info on whiteboards can patients see this information)</p>	
<p>Fax machines: location, accessibility (is there a fax machine / location / who has access)</p> <p>Has the fax been decommissioned?</p> <p>Generic Inbox? How is this managed?</p>	
<p>Post Facilities – security / envelopes used (location is it secure and left unattended)</p>	
<p>Computers: accessibility, system security, passwords etc, screen left logged on check / smartcards left unattended</p>	
<p>Printer locations MDF and standalone, prints left on the printers</p>	
<p>Notes trolleys are they secure / who can access</p>	
<p>ID badges – are staff wearing them and are we</p>	

challenged for not wearing ours	
Challenged on entry to Dept / Ward?	
Posters and signage, for staff and patients	
Waiting areas patient information i.e. health and social care	
Labelling of filing cabinets	
Observation of use and storage of media i.e. laptop/ USB stick / CD's / Dictaphones	
Are staff aware who their department IAO is?	
Do staff know what and IAO is?	
Do staff know what and IAR is?	
Are patient discharge letters sent electronically to the GP?  Do you print and give patients their own discharge letters despite them being sent directly to GP?	

<p>Where are patient records kept?</p> <p>If a patient does not want their records on the end of the bed, where are they kept?</p>	
<p>Signage re not taking pictures or videos on mobile phones</p>	
<p>CCTV – in place? Check, use, signage, refer to ICO code of practice</p>	
<p>Any other observation:</p>	