

# Virtual Working Apps Guide

This information is designed to provide an overview of the current Trust position on Virtual Communication Apps and their recommended terms of use.

## Visionable


Visionable is the approved RUH Bath application and the Trust has leveraged Visionable's technology to design a new approach for MDTs to allow any clinician to join from anywhere, while allowing participants to simultaneously transmit large amounts of clinical information to all locations in the meeting. The system is also allows a large number of individuals to meet from various locations such as meeting rooms, small offices, desktop and laptop connections. Clinicians can also join from home if the meeting is held out of hours. Additionally, when a patient needs immediate diagnosis and treatment, Visionable can connect them quickly to critical expertise. Visionable is the also the recommended tool for running virtual Outpatient clinics, with simple and secure messaging to the patient.

## Microsoft teams

The introduction of Microsoft Teams creates efficiencies in the streamlining of communication and implementing remote working capabilities. Microsoft Teams and its integration with many other Office365 apps has been approved by NHS Digital. This application should be used for the Trust team meetings, corporate function meetings and general discussion within the normal business. It can be used for discussing patient information but it should be remembered that files containing patient information should not be retained on the MS teams network and cloud based storage but removed and secured as previously within the relevant departmental file structures where necessary and in compliance with the Corporate Records Management Policy.

With Teams, you'll also be able to:

- chat with and call NHSmail colleagues from different organisations and locations in real-time.
- use Teams to hold meetings with fellow NHSmail users

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- catch up on all your unread messages, @mentions, replies, and more.
  - share documents via the screen function during meetings to enable discussion with colleagues during the call.

## Zoom

Zoom is an additional application that works very similarly to MS Teams but has been considered to be less secure and has had a number of breaches to the system and privacy related concerns. Although it is widely advertised as being used by Government and across the media, the use is limited to public domain activity e.g. Parliament for PM's questions which is open to the public in any event.

Therefore, should MS Teams fail then this could be used as an interim, and only for meetings that do not require the storage of files or the sharing of files on that platform? If used the password function for meetings should be adopted so that there is an element of control over the participation.

**Further advice and guidance on more specific uses can be obtained by contacting the Information Governance Team at the RUH Bath via [ruh-tr.IGQueries@nhs.net](mailto:ruh-tr.IGQueries@nhs.net)**