**SPEECH AND LANGUAGE THERAPY SERVICES INFORMED CONSENT TO TELEHEALTH**

**Telehealth Appointments with Adult Speech and Language Therapy Service are conducted using Microsoft Team. This is available as a web based option via Microsoft Team.com or, by downloading an App on a tablet computer.**

**You will need to read and sign this ‘Informed Consent to Video Appointments’ document before telehealth sessions can take place. It is your responsibility to read the document before accessing telehealth sessions to ensure you are happy to proceed. If an alternative format of this document is required, please contact the Adult SLT Department.**

1. You need to have a phone (preferably with stand)/computer/mobile device with a camera and microphone, adequate power source and have access to Wi-Fi to participate in Telehealth appointments/consultations. It is your responsibility to ensure you are protected with adequate security, for example firewall and antivirus programme.
2. You must have Microsoft Teams downloaded on your device with a valid Microsoft Teams email address and password (a free account can be created with any email address). You must also provide a telephone number for the speech and language therapist to contact you on should technical difficulties arise during the Telehealth session.
3. Telehealth may not be useful for all consultations and it does have some risks. A person could gain access to the consultation from the UK or overseas as the information is passed between international servers. If this is a concern, traditional appointments will be offered as it will always be your choice to use Telehealth for an NHS appointment.
4. Telehealth will only be used for pre-scheduled SLT appointments. If you need to contact the speech and language therapy department at any other time, please contact the department via the main telephone line on **01709 427015**
5. The speech and language therapist will always initiate the Telehealth session for the appointment on the arranged date/time.
6. Telehealth offers an instant messaging facility; this will only be used by the speech and language therapist as messages cannot be deleted from the account.
7. The speech and language therapist will deliver the session from a private/confidential room.
8. You will need to be in a private, quiet place for your scheduled appointment and it is your responsibility to manage the confidentiality of the session from your own venue during the Telehealth Session. The Rotherham Foundation Trust will not be responsible for anyone else who may be able to see/hear what is being discussed.
9. The TRFT Adult Speech and Language Therapist managing the session will be responsible for confidentiality from their setting/venue based in treatment room C Level /Junction 3
10. You should not record, copy or in any way capture images relating to the Telehealth call. It is a criminal offence to record, copy or capture images without consent. You will be able to access information, official recordings and session updates from your personal channel after the session. Information accessed after the session should also not be recorded, copied or captured. The advice you receive is individual to you and should be treated as a course of prescribed treatment personal to you. Do not share the advice with others even if you think it will help.
11. A record that the Telehealth appointment has taken place and has been consented to will be kept by the speech and language therapy service on your records. Your Telehealth appointment will be treated as any other appointment, if you cannot attend the Telehealth appointment or are not contactable at the designated appointment date/time and you do not inform the speech and language therapy department, this will be classed as a DNA.
12. If you are using your own device you are responsible for ensuring you have sufficient capacity for connection to allow Telehealth calls. This is best performed via a broadband connection as it may affect your data allowance if undertaken on a mobile device. If using a mobile device please check how much data you have left from your service provider to enable you to access the Telehealth session. Some internet service providers and mobile phone packages place monthly limits on the amount of data you are allowed to use, therefore you are responsible for your data usage and any costs incurred for exceeding your data allowance. This will not be the responsibility of The Rotherham Foundation Trust.
13. If you change your mind about wanting to use Telehealth that any point, you must first inform the speech and language therapy department. An alternative appointment can be arranged in clinic.
14. Sessions that are recorded may be used for training and service development. Session may also be seen by other patients accessing video therapy sessions. This will only be with your prior notice and consent at the time.
15. The advice you receive is individual to you and should be treated as a course of prescribed treatment personal to you. Do not share the advice with others even if you think it will help. We would advise they consider speaking with Speech and Language Therapy directly. Anyone can self- refer to our voice service on 01709 427015 for advice and support.
16. As part of the set up process you will be required to use an active email address and set up a password. The password will remain confidential to you as the patient and the therapist will have no access to this. It is advisable therefore you keep a note of your own password and login details as you will require them for each session.

Name of Client: ……………………………………………………...…………………………….. DOB: …………………….……

Signed: ……………………………………………………………………………………. Parent/Carer/Other Date: ……….…………………

Client Telehealth ID/Email …………………………..…………………………………………………………………………………………………………......……

Client telephone number ……………………………………………………………………………………………………………..…………………….….……….. (For SLT to make contact if technical difficulties arise during the Telehealth session)