



Contact Directory - Protocol for Access

Background

The purpose of the '*Therapists in MS Contact Directory*' is to facilitate increased communication amongst therapists who possess expertise in MS. The directory is published in a secure, password protected area of the Therapists in MS website. The MS Trust administers the Contact Directory and holds the password/username required for accessing the Directory.

Regulations for use of the Contact Directory

In order that the data within the Contact Directory is not mis-used, it is important that access to it is controlled. Therapists have agreed to list their professional details within the Contact Directory based on the regulations outlined overleaf.

Access to the Contact Directory is limited to the following groups

1. All individuals from a professional group currently recognised by the Health Professionals Council who meet the criteria to have their professional details published in the Contact Directory

Available on request to:

2. Professionals registered with the HPC who are **not listed** in the contact directory, but wish to seek advice on a particular MS issue.
3. Members of the UK MS Specialist Nurse Association

This will be subject to regular review

User responsibilities

Individuals who obtain a username and password from the MS Trust must:

- Ensure that this username and password is kept in a safe place at all times
- Not pass the username and password onto anyone else, including other therapy professionals/UKMSSNA members. *(These individuals must contact the MS Trust to register their own interest and gain access independently)*
- Not reproduce or pass on any information from the Contact Directory to other professionals or members of the public.

Access for individuals not listed in the Contact Directory

Professionals registered with the HPC who are **not listed** in the Contact Directory, who wish to seek advice on a particular MS issue, can contact the MS Trust to obtain a username and password. UKMSSNA members can also obtain access in this way.

The procedure for obtaining a username and password in these circumstances is:

- The individual must contact the MS Trust direct
- The MS Trust will request the following information:
 - Name and work contact details
 - Health Professions Council registration number or UKMSSNA membership number
 - Professional Role
- The MS Trust will verify the registration details given before supplying the individual with the username and password for the Contact Directory.
- A copy of the 'user responsibilities' (as above) will be sent to the individual with the username and password.

Access for those without a computer:

Individuals without access to the Internet can contact staff at the MS Trust by telephone, who will be happy to locate information in the Contact Directory on their behalf.