

Safe Video Conferencing

Approved secure Video Conferencing Solutions in NHS Lothian				
Product	Scenario	User Group	Description	Further Guidance
Microsoft Teams	Discuss personally identifiable information or other sensitive information	Staff and invited guests e.g. council partners	National solution for NHS Scotland staff. Microsoft Teams is approved for staff/team collaboration. Only use approved video conferencing applications to host staff/team meetings. Where NHS Lothian staff are scheduling meetings, always use Microsoft Teams.	NHS Lothian MS Teams user guides are available here on the Intranet Teams can be accessed from your device at https://portal.office.com . NHS Scotland Acceptable Use Policy for Microsoft Teams
Near Me / Attend Anywhere	Clinical consultation	Staff and patient (max of 4-6 people)	National solution for Clinical consultation	NHS Lothian Near Me user guides are available here on the Intranet Use cases for Near Me and CMS see https://www.vc.scot.nhs.uk/
Cisco Meeting Server (CMS) bridge	Group meeting	Larger group of staff/patients (3-25 people)	National solution for Group meetings	Needs arranged via the national VC team https://www.vc.scot.nhs.uk/patient-group-meetings/
<p>Protocol for the use of video conferencing alternatives for meetings hosted by 3rd parties</p> <p>Some third-party organisations have adopted other VC products for collaborative working, follow these instructions when joining a meeting scheduled by a third party:</p> <ol style="list-style-type: none"> 1. Always select the option “Join from your Browser” when joining a meeting, do not download the software and install unless this is the only option 2. Always ask for a password to be privately sent to allow access to a meeting. Passwords should not be embedded in the meeting invite 3. In the case of attending via another application not listed above, do not discuss anything sensitive during a the call (such as personally identifiable information regarding patients or staff, and any other sensitive information) unless it’s in the best interest of the patient and no other alternatives exist 4. Expect to be held in a waiting room or lobby prior to entering meeting 				