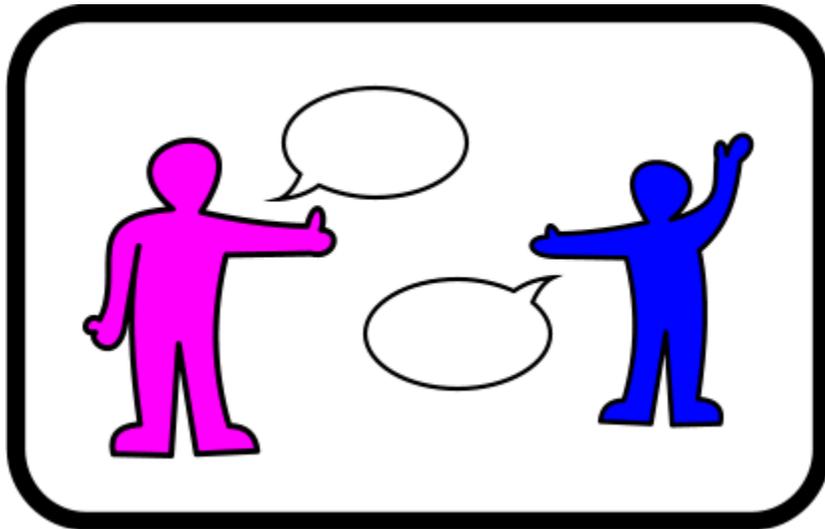


A charter for professionals

This guide sets out your rights and responsibilities as a professional accessing a RIX Wiki.



This charter is designed to reassure and provide guidance to any professional who may be invited to access a RIX Wiki.

A charter for professionals

Background reading

Please read the **Introducing your Wiki** and **What is a Wiki?** documents to provide you with general information about RIX Wiki.

Summary of professional use of a RIX Wiki.

You may be emailed a Wiki invitation by a student/patient/client or their family. A RIX Wiki is a digital scrapbook which the client and/or their family have compiled for you to view. The invitation includes a username and password which gives you access to view their Wiki. The invitation will not allow you to edit or add to the Wiki.

For the benefits of consistency and simplicity, we use the term “client” to describe the Wiki owner throughout this document.

Responsibilities of the professional

- Before you proceed to access the Wiki you have been invited to view, please take a moment to read through the invitation email carefully to make sure you know the client.
- You must not forward the invitation email to colleagues or other email accounts you own because it contains the username and password to the client’s Wiki and therefore their personal information.
- When viewing a Wiki, do not copy, print or save information from the website without the permission of the client.
- Take care not to accidentally share Wiki information with colleagues. Always follow standard privacy procedures eg. do not access the Wiki in a public space where others can see the computer screen.
- Only use a work computer/laptop/tablet to access a Wiki.

- If you download a file from a Wiki, you should ensure you delete the file after use. Files from a Wiki are usually saved to your Downloads folder. Make sure that files placed into the recycling bin are deleted permanently, by emptying the recycling bin. If in doubt, do not click on links to documents until you have sought advice from your IT support service.
- Log out of the Wiki once you have finished exploring it.

Rights of the professional

- You have a right to decline a Wiki invitation for any reason. It is courteous to let the client know by phone or face to face as soon as possible. Please don't reply to the invitation by email as it is automatically generated and will not be returned to the client.
- You have a right to have your name, photograph or video removed from a client's Wiki in the unlikely event that you have not granted permission for this to be used.
- You have a right to request that factually incorrect information is changed on a Wiki by making contact with the client directly. Where a disagreement exists about information on a Wiki, the Wiki Coordinator will endeavour to resolve the issue in partnership with the client and professional.
- You have a right to access support, training, advice and guidance about the use of RIX Wiki's. The Wiki Coordinator can provide you with details of support sessions.