

## **Clinical Images for Teaching & Training – Information Governance, Harvesting from PACS, Anonymisation and Storage**

### **Information Governance**

All doctors have a responsibility to ensure that any clinical image that is used for teaching and training is fully anonymised and stored in a secure way that ensures that it is not seen or used by those for whom it use was not intended. The principles that cover data protection can be found at [http://ico.org.uk/for\\_organisations/data\\_protection/the\\_guide/the\\_principles](http://ico.org.uk/for_organisations/data_protection/the_guide/the_principles) and the legislation relating to data protection can be found at <http://www.legislation.gov.uk/ukpga/1998/29/schedule/1>

### **Harvesting Images from PACS**

In order to obtain clinical images for use in teaching and training you will need to download images from your hospital PACS. Before doing this and as a professional courtesy, you should ensure that you have the permission of the Specialty Tutor in your department.

Images can usually be downloaded from PACS by an individual user as anonymised .jpeg files but it is preferable to have DICOM files which allow image manipulation when used with DICOM viewing software such as Osirix <http://www.osirix-viewer.com/index.html> or RadiAnt <http://www.radiantviewer.com>.

You should introduce yourself to the PACS manager in your department and let him or her know that you would like to have anonymised images for use in teaching and training. Give him or her a list of cases with names, hospital or NHS number, dates and modality. This can conveniently be done in the form of an Excel workbook. Ask the PACS manager to burn the images to a CD or transfer them to a USB drive.

### **Anonymisation**

Once you have the images, and before removing them from your hospital department a second anonymisation step is required using a PC or Apple Mac computer employing a DICOM cleaning software <http://www.dclunie.com/pixelmed/software/webstart/DicomCleanerUsage.html> .

For many ultrasound, nuclear medicine, fluoroscopy and CT dose report images when the patient name forms part of the image, it is necessary to perform a third anonymisation blacking out/redacting the patient name. This can be done by placing a black rectangle over the patient name and propagating it through the image series. Once this has been done the fully anonymised image should be saved as a new file to ensure the patient name is permanently obscured.

### **Storage**

You should only use the encrypted hard drive that you have been supplied with to store and transport your images. Do not be tempted to store patient image files on your computer hard drive. This risks incompletely anonymised data being stored on your computer and will also unnecessarily take up your computer memory.