

<b>Title</b> Gender Reassignment Record Keeping Standard Operating Procedure			
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## Contents

<b>1. Background.....</b>	<b>3</b>
<b>2. Purpose .....</b>	<b>3</b>
<b>3. Location.....</b>	<b>3</b>
<b>4. Procedure .....</b>	<b>3</b>
<b>5. Patient Demographic Data.....</b>	<b>3</b>
<b>6. References .....</b>	<b>4</b>
<b>7. Associated Documentation .....</b>	<b>4</b>

## 1. Background

Under the Gender Recognition Act 2004 ('GRA'), a transsexual person who is at least 18 years old can apply for legal recognition of their acquired gender through issue of a Gender Recognition Certificate (GRC). Once a person is granted a GRC, they will from that date – but not retrospectively – be entitled to be recognised as being of their acquired gender as opposed to the gender that was registered on their birth record.

## 2. Purpose

To ensure that Transgender people and individuals undergoing the gender reassignment process are treated with fairness.

To provide management guidance on the status of Transgender people undergoing the gender reassignment process.

To detail the appropriate procedure to be followed when a Transgender person states that they are about to undergo the gender reassignment process.

## 3. Location

This Standard Operating Procedure will be implemented in the Healthcare Records department where competent staff are available to undertake this role.

Staff undertaking this procedure must be able to demonstrate continued competence as per the organisations policy on assessing and maintaining competence.

## 4. Procedure

### KEY PRINCIPLES WHEN CONSIDERING HEALTH RECORDS IN GENDER REASSIGNMENT PATIENTS

**4.1 Continuity of the clinical records:** The entire clinical record should be maintained intact, it is impossible to know today what clinical information will be useful in the future; therefore, **clinical records in the patient's original name, sex and NHS number must not be deleted.**

**4.2 Confidentiality:** It is important to ensure that handling of clinical records does not inadvertently breach confidentiality, for instance to reveal demographic information or sensitive details /information.

## 5. Patient Demographic Data

**5.1.** All medical information that is available within the patient's previous record, that would influence their future health needs, should be placed into their new folder with the new NHS number, sex and name.

- 5.2. As soon as the Healthcare Records Manager and/or Deputy Healthcare Records Manager are made aware of a gender reassignment patient, the patient information is merged on TrakCare (once the patient's notes have been merged). This should not be carried out by anyone other than those named above.

### **IMPORTANT POINTS TO REMEMBER**

Until the GP has made the appropriate changes to the patient record and the NHS Portal is updated then the case notes can be changed.

## **6. References**

- Data Protection Act 1998
- General Data Protection Regulation (GDPR)
- Confidentiality: NHS Code of Practice. (2003)
- [Records Management: NHS Code of Practice \(2016\)](#)

## **7. Associated Documentation**

- [Access to Patient Records Policy](#)
- [Confidentiality Policy](#)
- [Information Lifecycle Management Strategy](#)

## Appendix 1

### MANAGEMENT OF GENDER REASSIGNMENT CASE NOTES WITHIN HEALTHCARE RECORDS

