

Instructions for completing the New User Account Form

Employing Organisation

This should be the actual employing authority i.e. Kent Community Health NHS Trust, Kent County Council, East Kent NHS Foundation Trust, South East Coast Ambulance NHS Trust, GP Surgery (by name)

Forename

Your forename as you wish to be known on the system; you may give an abbreviation of your forename that you would like to be known as i.e. Matt or Sue but you may not use a nickname.

Surname

Your full surname including any hyphens or punctuations.

Job Title

Your full and current job title as it appears on your ID badge

Office Address

The full address of your base site including room names or numbers, site name, address and postal code. Please ensure that you indicate if you have more than one base.

Office Telephone

An office telephone number near the PC where the Care Navigation team can contact you, please give a second number (i.e. mobile) in addition to an office number if you may be difficult to contact.

Services Required

Editor	This will give the User full editing rights for the Register, enabling patient's details to be recorded. Details will include demographics, diagnosis and treatment, medications, allergies and known adverse reactions, key and case worker, GP name and surgery, preferred place of death etc
Viewer	This will give the User viewing rights for the Register, to assist with management plans and treatment. No changes can be made to any of the recorded details.

Users Employment Contract Term

Permanent	If the user is a permanent member of staff then no end date will be applied to their access to the register. It will be the responsibility of the user's line manager to inform CNC if the user leaves or changes employment status resulting in their access to the register needing to be removed.
Temporary	If the user is a temporary member of staff then an end of contract date should be provided so that the user access can be removed from that date. It will be the responsibility of the user's line manager to inform CNC if the user leaves or changes employment status earlier than the date indicated resulting in their access to the register needing to be removed. If the temporary contract is extended and user access is still required then a new form will need to be completed.

It is imperative that both the signature boxes are signed and that the manager's details are those of the applicant's line manager and are clearly readable. Failure will result in a delay processing your completed form.