Shetland NHS Board

**Information Department**

**Information Systems Access Request Form: Junior Doctors**

This form must be signed in order for you to use Shetland NHS Information Systems during your time at NHS Shetland. This sign-off form covers Shetland NHS Network access and also the following 5 systems:

SCI Store Laboratory and Medical Imaging reports

SCI Gateway Used to make statutory disease notifications

Trak Notes on A&E patient presentations

ECS Prescribed drugs, allergies and end-of-life information

Digital Dictation Production and distribution of letters

Viewing patients’ records in SCI Store or the Emergency Care Summary must correspond to an actual patient presentation at A&E, as an inpatient, as an outpatient.

**USER INFORMATION**

I agree to abide by the Board’s published rules & Codes of Connection with respect to the above Systems. I understand that all use of these systems is audited and that mis-use may result in disciplinary action. These Codes are all published on the “Clinical Portal” of the intranet.

|  |  |  |  |
| --- | --- | --- | --- |
| Surname(PRINT) |  | Medical/ Surgical |  |
| Forename(PRINT) |  | grade |  |
| Signature |  | Datefrom / to |  |

**IM&T Department Use**

**Administrator confirmation**

I confirm that giving the above access is consistent with Board Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Signed  |  | Title  | Date |

**Information Department Use**

**Administrator confirmation**

I confirm that giving the above access is consistent with Board Policy

|  |  |  |  |
| --- | --- | --- | --- |
| Signed  |  | Title  | Date |

**Accounts Created, HR Informed**

|  |  |  |  |
| --- | --- | --- | --- |
| Active Directory | Initials  | Date  | ID Allocated  |
| Information systems | Initials | Date | ID allocated |

**July 2016**