NORTH TEES & HARTLEPOOL NHS FOUNDATION TRUST
ICT SYSTEMS ACCESS REQUEST

New Account request can take up to ten working days to be completed.

Managers/Resourcing can complete this form in advance for new staff members to have the account created prior to the staff member starting with trust.
Once the new staff member starts they would sign the form and collect his/her account details from ICT.*

Clinical Application System Access

PLEASE NOTE: WITHOUT APPROPRIATE TRAINING ACCESS TO CLINICAL SYSTEMS CAN NOT BE GIVEN
- To arrange training for ICE or EDM contact Education Department on 01642 3 **83268**.
- To arrange training for TrakCare contact EPR team on 01642 3 **83128**.

Please complete the form clearly in BLOCK CAPITALS:

Title: _____

Forename: _____

Surname: _____

Job Title: _____NHSP – Bank Worker_____
Tel No: _____

Ward/Dept: _____Trust Wide_____

Site: _____Trust Wide_____

Building: _____Trust Wide_____

Current Username: _____
doing the same job (if known):

Trakcare:

Smartcard UUID No: _____

Security Group: _____

Access Codes: _____

GMC/NMC number: _____

Trakcare Role *(please tick role required):*

Role	Yes/No	Role	Yes/No
General Manager		Doctor	
Clinical Site Manager (CSM)		Nurse - Practitioner/Specialist	
Secretaries		Nurse - Emergency	
Admin – Medical Records		Nurse - EAU	
Supervisor – Medical Records		Nurse - Paediatrics	
Matron/Sister - Inpatients		HCA - Inpatients	
Matron/Sister - Outpatients		HCA - Outpatients	
Staff Nurse - Inpatients		Ward Clerk - Inpatients	
Staff Nurse - Outpatients		Ward Clerk - Outpatients	
Bed Management		Admin - Emergency	
Midwife		Admin - EAU	

Insert Role if not listed above	

This completed form must be retained by the manager and form part of the employee's personal file
Please store locally within your own department, not ICT

Out of Hospital and Staff not working at UHNT or UHH only:

NHS Mail Email Address: _____@nhs.net

Site: _____

Service: _____

Applicant Declaration

- I will comply with the Data Protection Act of 2018 and will not disclose my passwords to anyone or disclose any data to which I have access other than required by my job.
- I understand that unauthorised access to any hospital computer system is a criminal offence under the Computer Misuse Act 1990 and could lead to prosecution.
- I understand that access will not be granted for certain systems until the relevant training has been undertaken.
- I have read and understood the Multi-Media Policy (IG37) and by signing this form agree to abide by the terms therein. I understand that my usage may be monitored. Failure to abide by these rules could result in system access being revoked and ultimately disciplinary action.
- I agree to delete personal information created as a result of adhering to Trust policy IG37 prior to leaving Trust employment. (Policy are available on the Intranet – Visitors-Departments-IM&T-Information Governance Home-Policies/Procedures-Multi-Media Policy IG37)
- I confirm where the individual has been nominated by NHS Professionals to work on site at North Tees & Hartlepool NHS Foundation Trust. NHS Professionals have a contract in place with North Tees and Hartlepool NHS Foundation Trust to deliver the flexible worker service: therefore this individual is not a direct employee of North Tees & Hartlepool NHS Foundation Trust. However, in order to meet the requirements of their role access to the trust I.T. systems stated overleaf are required(for NHSP Staff Only)

User Signature: …………………………………………….Date:……………………………………………...

Have you worked at the Trust before? (Please Tick One)		YES		NO	
System	**Description**	**Apply**		**Remove**	
Trust User Account with Email	Includes Network Access, NTH Email Address, Internet Access and Microsoft Office				
NHSP or Non Trust User Account	Includes Network Access, Internet Access and Microsoft Office (No NTH Email Address)	**X**			

Confirmed Start date**: _____ASAP_____**

Manager/Resourcing Declaration

I confirm that this member of staff has been appointed on a temporary / permanent contract and requires access indicated on this form.

Managers Name   **Vicky Edwards Trust Services Partner – NHSP**
         Laura Hewson – Staffing Systems Lead - NTHFT

Manager/Resourcing Print name: **Vicky Edwards / Laura Hewson**   **Date: 19/7/22**

Manager/Resourcing Telephone No: **0333 014 3664 - NHSP**   **Job Title: See Above**

Manager/Resourcing Email Address: **northteesnhsp@nhsprofessionals.nhs.uk**   **nth-tr.e-rostering@nhs.net**

Manager/ResourcingSignature:

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Please store locally within your own department, not ICT

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