

NHS Lothian User ID Request Form

Please complete this form, print it, sign it, scan it and upload to the eHealth Service Desk by clicking [here](#) or

<http://e85050.luht.scot.nhs.uk/LogACall.html> and selecting the Accounts New/Change option

If you are sending from outside NHS Lothian please email to directory.services@nhslothian.scot.nhs.uk (this email address does NOT accept email from within NHS Lothian)

Type of Request

New Account

Amendment

Account Removal

Reactivation

Section 1 - User details and Declaration

| | | | | | |
|----------------------------------|--|----------|--|---|--|
| Forename | | Initials | | Surname | |
| Main Site | | | | Department | |
| Job Title | | | | Specialty | |
| Current Computer Username | | | | Phone or Bleep | |
| Professional Registration Number | | | | Professional Registration Authority (GMC / NMC etc) | |
| NHS Lothian Employee | | | | If no, Employer Name | |
| Other Details | | | | | |

I agree to comply with the NHS Lothian eHealth Security Policy and confidentiality requirements. I have read the eHealth Statement on the reverse and understand that I am responsible for all transactions carried out under my User ID and will not disclose my password with anyone. I acknowledge that contravention of this policy can lead to disciplinary action against me, up to and including dismissal.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Section 2 - To be completed by Manager only

Please only request systems that the user requires in order to undertake their job.

| System | Tick if Access Required | Additional Information (Practice Code/Hospital Site/security Group/Team/Speciality) |
|--|-------------------------|---|
| Computer Access | | |
| NHS Lothian Email | | |
| Imprivata (Single Sign On) | | |
| Trak <i>(Please give details of the Trak Training required. http://intranet.lothian.scot.nhs.uk/Directory/ehealth/Training/TRAKCourses/Pages/default.aspx contains course details)</i> | | |
| InterAgency Information Exchange | | |
| Wyse / SunRay Card | | |
| eIRD | | |
| SCI Store | | |
| SCI Gateway | | |
| ICE (GP Order Comms) | | |
| Chemocare | | |
| NaSH | | |
| G2 <i>(please give details of a user with equivalent access)</i> | | |
| Clinical Viewer | | |
| Other Systems | | |
| Shared Drives <i>(Please give the full path to the drive, not just the letter)</i> | | |

eEES (Employee Support System)

I approve the above system access for this member of staff and confirm that they require this in order to carry out their job and they are authorised to access the data held on these systems. I will release this member of staff for training required, prior to access to any of the systems.

| | | | |
|------------------|--|--------------------|--|
| Name | | Designation | |
| Signature | | Date | |

NHS Lothian - eHealth Security Statement

This document is in support of the eHealth IT Security Policy with which users should familiarise themselves. This is available on the NHS Lothian Intranet. NHS Staff must read this document and agree to abide by the statements below before access is given to Systems.

1. Security Passwords and User ID Codes

It is my responsibility to ensure that any system passwords allocated to me are kept confidential and secure, and are not disclosed to any other person whether or not an employee of NHS Lothian. I further understand that I will be held responsible for any transactions carried out under my ID and password

2. Data Protection

I acknowledge that Data Protection Legislation governs all personal data gathered or accessed by me. I understand that I may not extract personal identifiable data and hold it on any system not owned by NHS Lothian without explicit permission from the Caldicott Guardian. I further understand that when transmitting data (electronic or otherwise) I must take all reasonable precautions to ensure that the recipient is entitled to receive it and that only the intended recipient(s) will receive it.

3. E-Mail

As part of my duties I will have access to NHS Lothian's e-mail facilities. I acknowledge that I must not send or communicate any e-mail or attached statement containing obscene language, or of an inflammatory, derogatory or insulting nature about any person or organisation. NHS Lothian will monitor e-mail and block movement of certain e-mail attachments that are considered a threat to the infrastructure. I also acknowledge that any approved patient identifiable data be transmitted only to approved addresses out-with NHS Lothian.

4. Internet

As part of my duties I will have access to the Internet via NHS Lothian's network / equipment. I acknowledge that such access is intended primarily for NHS Lothian business. I may use this facility for reasonable and limited personal use provided it is with the agreement of my line manager and does not adversely affect my own or other's work. I am wholly responsible for the consequences of such access, which must not impact on network performance, conflict with NHS Lothian policies and procedures or in any way endanger NHS Lothian's legal or moral reputation. I acknowledge that such access is monitored and reported by specialised software.

5. Computer Misuse

I acknowledge that it is expressly forbidden to use NHS Lothian owned equipment or networks for malicious purposes e.g. hacking, software piracy, software or data theft, copyright contravention etc.

6. Virus Protection

If a virus is encountered it must be reported immediately to the eHealth Service Desk (x85050, 0131 536 5050 or logged yourself on <http://e85050.luht.scot.nhs.uk>).

7. Unapproved Software

I acknowledge that it is expressly forbidden to load software not licensed to NHS Lothian on to any NHS Lothian owned equipment or networks. I also acknowledge that I may not load any software not approved by NHS Lothian eHealth department.

8. Connection of Equipment

I acknowledge that I may not connect any non-NHS Lothian computer equipment including peripheral devices (e.g. printers, scanners, storage devices, memory sticks, PDA's, digital equipment etc) to NHS Lothian equipment or connect NHS Lothian computer equipment to any non-NHS Lothian communications system or network except to use NHS Lothian VPN.

9. Non NHS Lothian Staff Only

As a non NHSL employee I will complete the NHS Lothian User ID Request Form for access to NHSL systems or PAN Lothian Partnership shared systems hosted in NHSL. I will ensure this form is approved by an authorised signatory in my organisation. I will familiarise myself with and abide by the NHSL IT Security Policy, and note that all users IT access is routinely monitored. I will adhere to both my employer's and NHSL Policies. I acknowledge that failure to comply may lead to an investigation and disciplinary action being taken by my employer or University in consultation with NHS Lothian