# Request for editing rights to The Care home website
## Please return the form to: loth.carehomesqistandards@nhslothian.scot.nhs.uk

*please note there is a second page for any additional information you wish to give*

| | | |
|---|---|---|
| Date request made | | |
| Name of the pages/sections of the website you wish to edit | | |
| Weblink to the page/section you wish to edit – if more than one please put in links for each | | |
| Team who will be editing the pages | | |
| Team members (and their roles) who will be given access | | |
| Email addresses of those receiving editing rights | | |
| Your name and role within your team | | |
| Your email address | | |
| In requesting editing rights do you accept you/the editors will be responsible for: (delete as appropriate) | Ensuring you adhere to NHS governance re information on NHS public facing websites | Yes/No |
| | Ensuring you follow legal requirements on accessibility of the information on your webpage | Yes/No |
| | Reading the "considerations for your webpage" document and consider following it | Yes/No |
| | Following the guide on how information should appear on the website – formatting etc | Yes/No |
| | Compiling (including the responsibility of ensuring information is accurate), uploading and archiving your own information | Yes/No |
| | Ensuring you have permission to use any and all text and images you use | Yes/No |
| | Informing the Quality Improvement Team for Care Homes and Primary Care Settings if the editors leave your team | Yes/No |
| Signed (can just be typed name if you don't have an e-signature) | | |

Additional Information:

Hazel Stewart 03/03/2022