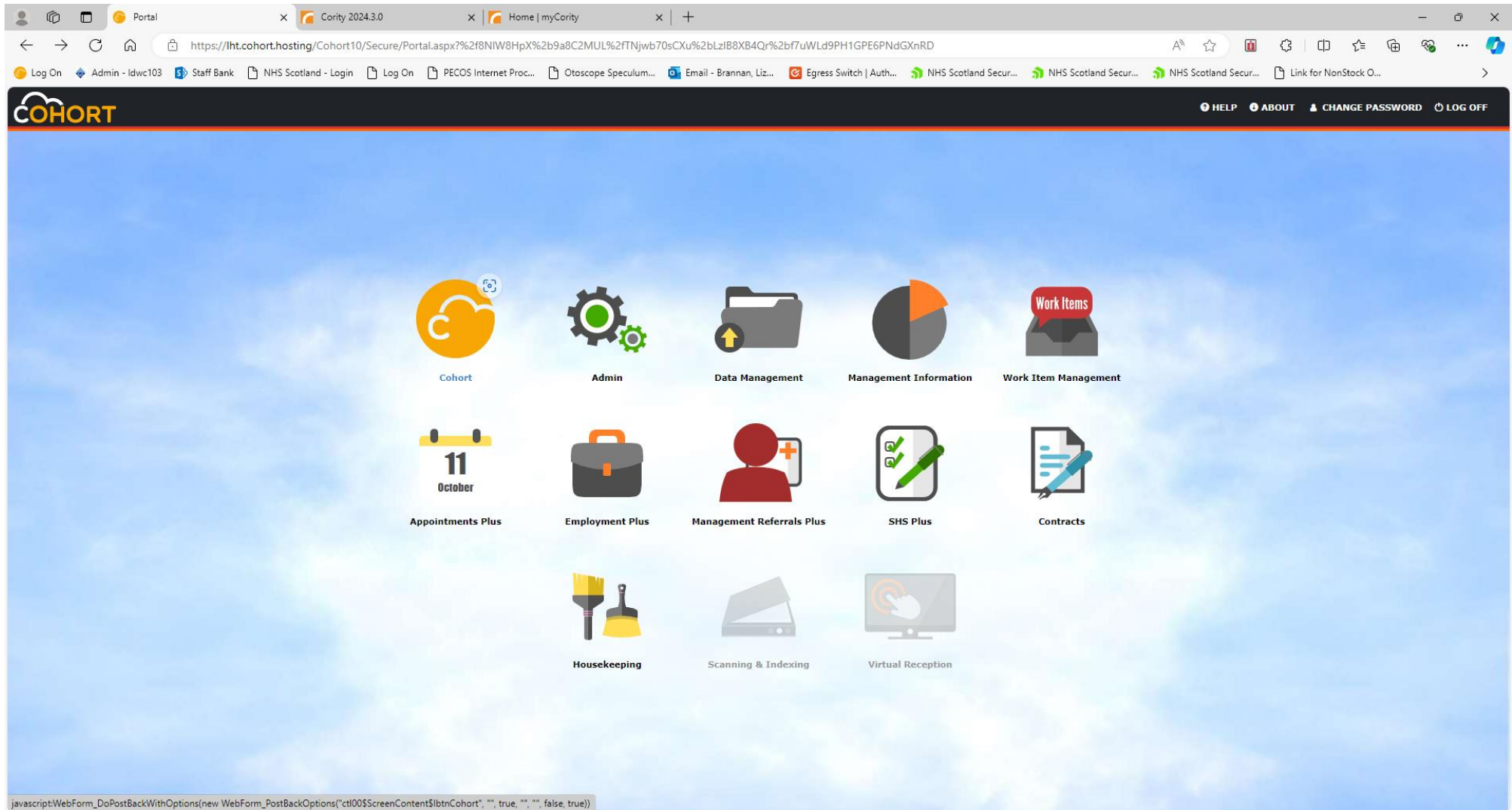


My Cority Management Referral Process

When you log into Cohort you would have seen either of these dashboard screens:



SEARCH PARAMETERS

Last Name:

First Name:

DOB:

NI Number:

Status:

Dashboard Status:

Employer:

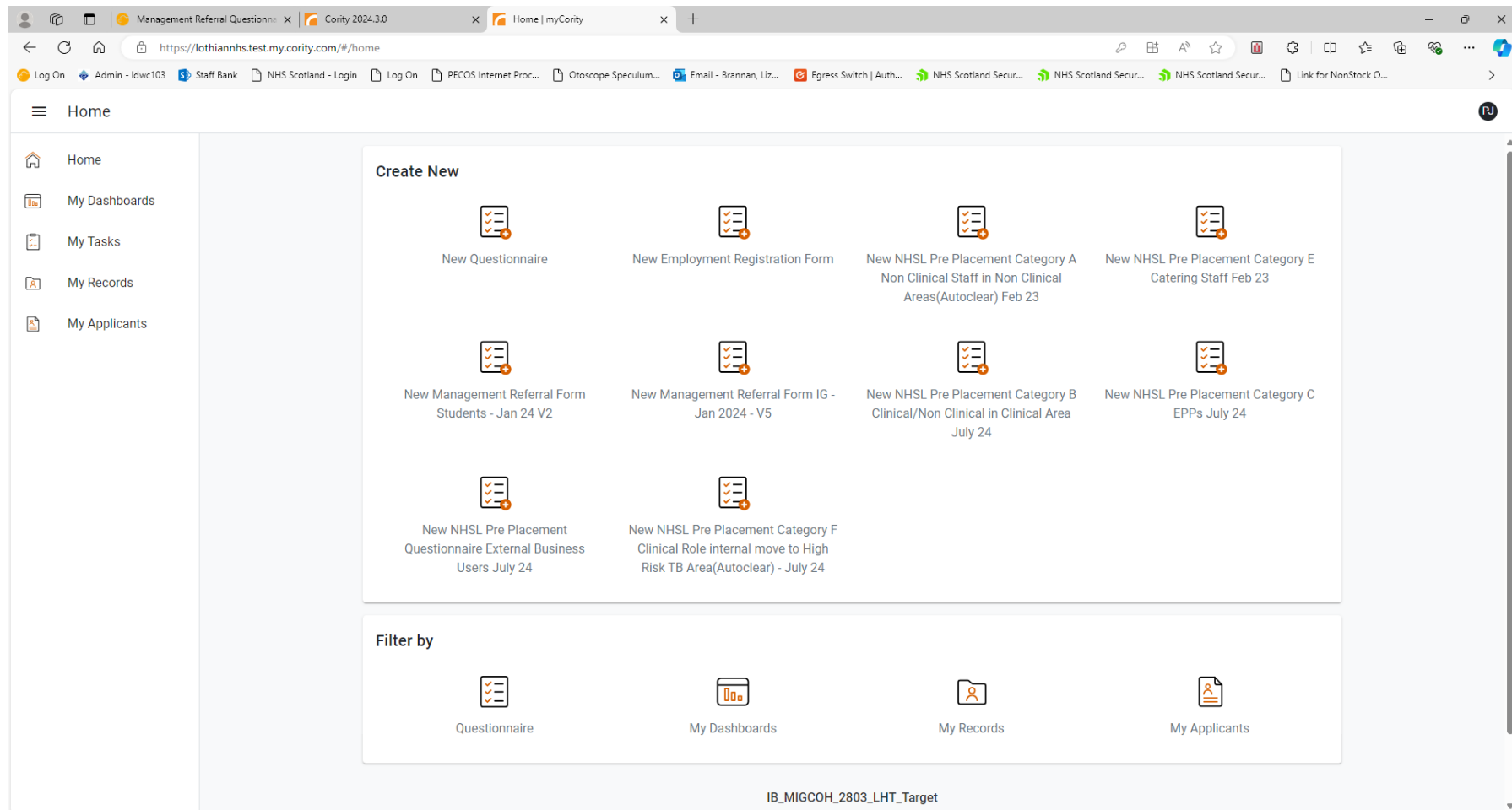
Show Removed Items:

Show Recent Updates Only:

SEARCH CLEAR

	Full Name	DOB	Status	Discharged	Outcome	Dashboard Status	Employer	Post Title	Priority	Created	By
<input type="checkbox"/>	brown_1	01/01/1999	Submitted and matched			Open	NHS Lothian	AHP SERVICES BAND 2	Normal	20/06/2024	LHT_Lizz.brannan
<input type="checkbox"/>	mickev_mouse	01/01/1999	Saved			Open	NHS Lothian	AHP SERVICES BAND 5	Normal	01/03/2024	LHT_Lizz.brannan
<input type="checkbox"/>	111 brown	01/01/1991	Saved			Open	ENCAP	PRODUCTION OPERATOR	Normal	30/11/2022	LHT_Lizz.brannan
<input type="checkbox"/>	Minnie mouse	01/01/1990	Saved			Open	CAPITAL THEATRES	STAGE DOOR RECEPTIONIST	Normal	04/10/2022	LHT_Lizz.brannan
<input type="checkbox"/>	Minnie Mouse	01/01/1999	Submitted and matched			Open	NHS Lothian	NURSING SERVICES BAND 3	Normal	04/08/2022	LHT_Lizz.brannan
<input type="checkbox"/>	Mickey Mouse	01/01/1999	Response issued	08/08/2022	At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	NURSING SERVICES BAND 5	Normal	04/08/2022	LHT_Lizz.brannan
<input type="checkbox"/>	Mickey Mouse	01/01/1999	Saved			Open	NHS Lothian	ACTING CHARGE NURSE	Normal	03/08/2022	LHT_Lizz.brannan
<input type="checkbox"/>	Brown 1	01/01/1999	Discharged and completed by OH	22/03/2022	At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	NURSING TRAINING/ADMIN/MGT SERVICES BAND 5	Normal	22/03/2022	LHT_Lizz.brannan
<input type="checkbox"/>	MINNIE MOUSE	01/01/2000	Submitted not matched			Open	NHS Lothian	ACTING CHARGE NURSE	Normal	29/12/2020	LHT_Lizz.brannan
<input type="checkbox"/>	1 Brown	01/01/1990	Saved			Open	UNIVERSITY OF EDINBURGH - MEDICAL SCHOOL	STUDENT	Normal	19/11/2020	LHT_Lizz.brannan
<input type="checkbox"/>	9_9	01/01/2001	Response issued		At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	ACTING CHARGE NURSE	Normal	27/02/2018	LHT_Lizz.brannan

When you log into Cority this is what you will see, some managers will have more icons than others:



The different icons will be associated to your profile in Cority that will have been set for you. Referring managers will only see our Management Referral Questionnaire buttons and any manager who also recruit staff directly, will have questionnaire buttons for both management referrals and for pre employment questionnaires.

To start a new referral in cohort you would have gone to this screen and clicked on the green Add New Referral option:

The screenshot shows the COHORT software interface. At the top, there is a navigation bar with the COHORT logo and menu items: DASHBOARD, ADD NEW REFERRAL, USERS, REPORTS, and EMAIL OH. Below this is a search parameters form with fields for Last Name, First Name, and a dropdown for DOB. On the right side of the form, there are fields for NI Number, Status, Dashboard Status, and Employer, along with checkboxes for 'Show Removed Items' and 'Show Recent Updates Only'. A 'SEARCH' button and a 'CLEAR' button are located at the bottom right of the form.

Below the search form is a table of referrals with the following columns: Full Name, DOB, Status, Discharged, Outcome, Dashboard Status, Employer, Post Title, Priority, Created, and By. The table contains 12 rows of data, including entries for 'brown 1', 'mickey mouse', '111 brown', 'Minnie mouse', 'Minnie Mouse', 'Mickey Mouse', 'Mickey Mouse', 'Brown 1', 'MINNIE MOUSE', '1 Brown', and 'g.g'.

At the bottom of the interface, there is a footer with the following information: Created By: LHT_lizz.brannan, Updated By: LHT_lizz.brannan, User: LHT_lizz.brannan, Database: Cohort, Management Referral Plus - Cohort Software Limited, and Page Id: 77E3487B-066D-4F01-BBE3-F9E0E9A8092A.

	Full Name	DOB	Status	Discharged	Outcome	Dashboard Status	Employer	Post Title	Priority	Created	By
<input type="checkbox"/>	brown 1	01/01/1999	Submitted and matched			Open	NHS Lothian	AHP SERVICES BAND 2	Normal	20/06/2024	LHT_lizz.brannan
<input type="checkbox"/>	mickey mouse	01/01/1999	Saved			Open	NHS Lothian	AHP SERVICES BAND 5	Normal	01/03/2024	LHT_lizz.brannan
<input type="checkbox"/>	111 brown	01/01/1991	Saved			Open	ENCAP	PRODUCTION OPERATOR	Normal	30/11/2022	LHT_lizz.brannan
<input type="checkbox"/>	Minnie mouse	01/01/1990	Saved			Open	CAPITAL THEATRES	STAGE DOOR RECEPTIONIST	Normal	04/10/2022	LHT_lizz.brannan
<input type="checkbox"/>	Minnie Mouse	01/01/1999	Submitted and matched			Open	NHS Lothian	NURSING SERVICES BAND 3	Normal	04/08/2022	LHT_lizz.brannan
<input type="checkbox"/>	Mickey Mouse	01/01/1999	Response issued	08/08/2022	At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	NURSING SERVICES BAND 5	Normal	04/08/2022	LHT_lizz.brannan
<input type="checkbox"/>	Mickey Mouse	01/01/1999	Saved			Open	NHS Lothian	ACTING CHARGE NURSE	Normal	03/08/2022	LHT_lizz.brannan
<input type="checkbox"/>	Brown 1	01/01/1999	Discharged and completed by OH	22/03/2022	At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	NURSING TRAINING/ADMIN/MGT SERVICES BAND 5	Normal	22/03/2022	LHT_lizz.brannan
<input type="checkbox"/>	MINNIE MOUSE	01/01/2000	Submitted not matched			Open	NHS Lothian	ACTING CHARGE NURSE	Normal	29/12/2020	LHT_lizz.brannan
<input type="checkbox"/>	1 Brown	01/01/1990	Saved			Open	UNIVERSITY OF EDINBURGH - MEDICAL SCHOOL	STUDENT	Normal	19/11/2020	LHT_lizz.brannan
<input type="checkbox"/>	g.g	01/01/2001	Response issued		At work/ normal hours/ normal duties/no difficulty	Open	NHS Lothian	ACTING CHARGE NURSE	Normal	27/02/2018	LHT_lizz.brannan

To start a new referral in Cority you will click on the relevant Management Referral questionnaire button on show OR if not showing as a button click on New Questionnaire button and a drop down list appears and select from here:

The screenshot shows a web browser window with the URL `https://lothiannhs.test.my.cority.com/#/home`. The browser tabs include 'Dashboard', 'Cority 2024.3.0', and 'Home | myCority'. The browser's address bar and tabs show various active sessions and security protocols.

The application interface features a sidebar on the left with navigation options: Home, My Dashboards, My Tasks, My Records, and My Applicants. The main content area is titled 'Home' and contains a 'Create New' button. A modal window titled 'Select a Questionnaire' is open, displaying a search bar and a list of questionnaire options:

- Employment Registration Form
- IRR HEALTH RECORD - NHS Lothian V6
- Management Referral Form IG - Jan 2024 - V5
- Management Referral Form Students - Jan 24 V2
- NHSL Pre Placement Category A Non Clinical Staff in Non Clinical Areas(Autoclear) Feb 23
- NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area July 24
- NHSL Pre Placement Category C EPPs July 24
- NHSL Pre Placement Category E Catering Staff Feb 23
- NHSL Pre Placement Category F Clinical Role internal move to High Risk TB Area(Autoclear) - July 24
- NHSL Pre Placement Questionnaire External Business Users July 24

At the bottom of the application, there are navigation buttons for 'Questionnaire', 'My Dashboards', 'My Records', and 'My Applicants'. The footer of the page contains the text 'IB_MIGCOH_2803_LHT_Target'.

In Cohort you had to fill out this registration page:

Management Referral Plus - Registration Form

Step 1 of 4

Please complete the relevant questions. You can save your application at any time by clicking the save button. Once complete, please submit your application.

REGISTRATION DETAILS

Title *	<input type="text"/>	NI Number	<input type="text"/>
First Name *	<input type="text"/>	Previous Surname	<input type="text"/>
Last Name *	<input type="text"/>	Gender *	<input type="text"/>
DOB *	<input type="text"/>		

CONTACT DETAILS

Address 1 *	<input type="text"/>	Home Tel *	<input type="text"/>
Address 2	<input type="text"/>	Mobile Tel *	<input type="text"/>
Address 3	<input type="text"/>	SMS	<input type="text"/>
CITY/TOWN *	<input type="text"/>	Day Tel	<input type="text"/>
Address 5	<input type="text"/>	Email *	<input type="text"/>
Address 6	<input type="text"/>		
Postcode *	<input type="text"/>		

EMPLOYMENT

Employer *	<input type="text"/>	Date Commenced	<input type="text"/>
Recruitment Team *	<input type="text"/>	Length of Service (Years)	<input type="text"/>
Directorate *	<input type="text"/>	Length of Service (Months)	<input type="text"/>
Site *	<input type="text"/>		
Department *	<input type="text"/>		
Post Title *	<input type="text"/>		

SAVE PREVIOUS NEXT SUBMIT PRINT CANCEL

Created By: Updated By: User: LHT_lizz.brannan Database: Cohort
Created On: Updated On: Management Referral Plus - Cohort Software Limited
Page Id: F9315AE8-A7B8-4D5F-AEAD-845E9879E892

In Cority you will now complete this questionnaire, or similar one:

Management Referral Form IG - Jan 2024 - V5

Cancel Delete Save Submit

Details

PageID - COH-003605

Employee First Name *

0 / 50

Employee Last Name *

0 / 50

Employee Date Of Birth *

dd/MM/yyyy

DD/MM/YYYY

Manager

John, Papa (E120099)

Post Title

Search for...

Employer

Search for...

Department

Search for...

On the left hand list you are able to view:

Your Tasks – switch to COMPLETE and you will see the questionnaires you have submitted to OHS

My Records – will show the referrals you have submitted in full and this is where you will go to see the OH response form

