**Your responsibilities and obligations**

**Please detach this page and keep for reference purposes**

You are being provided with an O365 account only for the purpose of communicating and collaborating with NHS Scotland.

If you leave your current role you must inform the NHS A&A System Access Team [aa.movers@aapct.scot.nhs.uk](mailto:aa.movers@aapct.scot.nhs.uk) a minimum of 48 hours prior to leaving your role.

* You must abide by the NHS Scotland O365 Acceptable Use Policy.
* Do not share your username or password.
* You must ensure appropriate security of computers and premises at all times.
* All staff have professional obligations to respect and maintain the security and confidentiality of patient information.
* You must only access patient records where you have a legitimate clinical or administrative reason for doing so.
* You must not access your own records.
* Electronic patient information systems are fully auditable, all access to patient records is attributed to your username and you may be asked to justify why you have accessed a record. All potential instances of unauthorised access are investigated accordingly.
* Any queries about access to patient identifiable information should be directed to:

[InformationGovernance@aapct.scot.nhs.uk](mailto:InformationGovernance@aapct.scot.nhs.uk)

**Guidance for Completing the Form**

New User

This for a new member of staff joining that has never worked in NHS Ayrshire & Arran or another NHS Board within NHS Scotland.

Move User – Joining from another NHS Board

This should be ticked when any members of staff are moving to your site from another site within NHS Scotland

Remover User – user moving to another site

This should be ticked if the member of staff is moving to another site within NHS Scotland.

Remove User

This should be ticked when a user is leaving your employment and requires to be removed from the NHS Board and Clinical Mailbox.

This form should be typed and submitted from the Manager’s O365 email account

ECS Access will only be provided to Pharmacists, Registered Pharmacy Technicians, Dentists and Optometrists

Please Email to: [**eHealthSystemAccessTeam@aapct.scot.nhs.uk**](mailto:eHealthSystemAccessTeam@aapct.scot.nhs.uk)

### SECTION A – Site/Contractor details

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|  |  |  |  |
| --- | --- | --- | --- |
| **Line Manager / Authoriser:** |  | **Site / Contractor Code** |  |
| **Date:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **New User** (please tick **✓**) |  | *(Complete Sections* ***A,******B****)* | Please advise start, move or leaving date: |
| **Move User – Joining from another site** (please tick **✓**) |  | *(Complete Sections* ***A,******B****)* |  |
| **Remove User – moving to another site** (please tick **✓**) |  | *(Complete Sections* ***A, B****)* |
| **Remove User** (please tick **✓**) |  | *(Complete Sections* ***A, B****)* |  |

### SECTION B – email account holder details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | | **Surname** | | **Telephone Contact Number** |
|  | |  | |  |
| **Clinical Mailbox Name** *(if**known)*  **Existing O365 email address** *(if known)* | | | | |
| **Site Address** | Name: | |  | |
| Pharmacy Locums leave this section blank as you will be assigned to the NHS A&A Locum DL group | Address: | |  | |
| Town: | |  | |
| Post Code: | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ECS (Emergency Care Summary) / SCI Gateway Account** | | | | | | |
| ECS |  | SCI Gateway | |  |  |  |
| Please Supply Professional Code (GPhC, GDC, GOC) | | |  | | | |
| Job title (Please specify) |  | | | | | |

**Office Use Only**

Addition to the Distribution lists