

**National Bowel Cancer Audit  
Data User Certificate**



**ORGANISATION SECTION**

**PART A**

Trust Organisation Name .....

Submitting Hospital Name .....

National Code      **N.B. This must be the five digit submitting hospital code**

Primary Contact .....

*The primary contact is **important** as this person will receive the user names and passwords on behalf of all users detailed in 'Part B'.*

Address .....

.....

.....

.....

Telephone .....

Fax No. ....

E-mail .....

Number of data users for which access is required .....

**Please note that if the Primary Contact requires access as well, then their details must also be entered in Section B.**

**After completing Part A, complete the Data User Certificate Part B listing ALL users requiring access. For additional information on completing Part B please refer to the Notes section in Part C.**

**The completed form can either be posted or faxed to:**

Authentication Team  
NHS Connecting for Health  
Hexagon House  
Pynes Hill  
Rydon Lane  
Exeter  
EX2 5SE

**Fax No.: 01392 206757**

If you have any problems completing this form, please telephone 01392 251289 quoting Authentication Service.

**USER ADMINISTRATION** (Access Levels – please tick as appropriate)

**PART B**

Name .....  
Job Title .....  
Department .....  
Usercode .....  
E-Mail Address .....

- Data Entry/Update
- Export data to CSV file
- Import data files

Name .....  
Job Title .....  
Department .....  
Usercode .....  
E-Mail Address .....

- Data Entry/Update
- Export data to CSV file
- Import data files

Name .....  
Job Title .....  
Department .....  
Usercode .....  
E-Mail Address .....

- Data Entry/Update
- Export data to CSV file
- Import data files

**Signature of Trusts Caldicott Guardian**

Name (please print) .....

Telephone Number: .....

E-mail Address: .....

Signature: .....

Date: .....

## **PART C**

### **NOTES**

Information to enable the completion of the Data Users Certification Form.

### **Access Levels**

#### **Data entry/update**

This option will give users view and update access to patient data, and give them the ability to add new patient records and related clinical data.

#### **Export data to CSV file**

This option will allow users to export patient and clinical data to a CSV file.

#### **Import data files**

This option will allow users to import data files in to the system, and also check the status of the imported files.

#### **Caldicott Guardian (Not available at present)**

This access level will give the Caldicott Guardian for the organisation access to the audit report.

#### **User administration (Not available at present)**

This will allow users to update other user's access levels and grant or retract permissions. This option would normally be restricted to the Caldicott Guardian or Senior Clinician.

### **Users**

The user code is only required if the user already has a live Open Exeter account. This enables us to assign Bowel Cancer Audit access to the users existing login details.

### **Primary Contacts**

The Primary Contact is **important** as this person will receive the user names and passwords on behalf of all users detailed in Part B.

On any additional applications submitted it is important that the same Primary Contacts details are entered on Part A. If the details have changed the new Primary Contact should enclose a covering letter with their application advising that he/she is the new Primary Contact.

**When your application has been processed the Primary Contact will receive a telephone call from the Authentication Team informing them of User ID's and passwords.**

### **Organisation**

Additional Data Users can be added to the form by completing multiple copies of Part B. There is no limit to the number of data users at an organisation. However, the Caldicott Guardian **must** sign each Part B submitted.

**All Caldicott Guardian signatures will be verified.**

Following receipt and activation of an application, additional users must be submitted to the Authentication Team on a new form.

# **National Bowel Cancer Audit Data User Certificate**



## **General**

If you have any queries regarding your application please telephone the NHS Connecting for Health's Help Desk on **01392 251289** quoting '**Authentication**' and one of the following categories giving a brief explanation of your query.

### **NBOCAP - Bowel Cancer Audit Detail Change**

You will be given an individual log number and your query will be dealt with accordingly.