**New User Group Requests**

**New Organisations requesting access to JUYI:**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Organisation ODS code: |  |
| Org Clinical Lead: |  |
| Org IG Lead: |  |
| Date: |  |

**Requirements:**

|  |  |
| --- | --- |
| Achieved 'Standards met' in the DS&P toolkit  *(Baseline submission may be considered)* |  |
| GISPA signed |  |
| JUYI SISA signed |  |
| JUYI Access Agreement signed |  |
| ICO Data Protection Registration number |  |
| N3 / HSCN or  PSN access: |  |

If you have not seen JUYI and need a demonstration, email the JUYI team: [juyi.gloucestershire@nhs.net](mailto:juyi.gloucestershire@nhs.net)

|  |  |
| --- | --- |
| Requestor name: |  |
| Team/Service/Department: |  |
| Organisation: |  |
| Source system: |  |
| Phone: |  |
| Email: |  |
| Department Manager: |  |
| Date of Request: |  |

**Factors for organisation to consider:**

We’re happy to receive requests for additional users, however we do need to ensure that JUYI is being fully utilised by those that have already been granted access. We would ask you to consider whether new processes or ways of working would negate the need to expand access.

|  |  |
| --- | --- |
| Role / staff members requesting access:  How many members of team require access?  Do other similar teams within org. require access? |  |
| Is this a time limited Request: |  |
| Why is access needed:  Processes/ways of working within the team have been reviewed. |  |
| Is access for the purpose of direct care: |  |
| Data Access  If available, would a restricted view of specific datasets (i.e. Demographics / Appointments / Medications etc.) be more appropriate?  If Yes, what specific components of the JUYI record would be required? |  |
| Does JUYI meet current needs:  Does JUYI contain all the information needed?  Is additional functionality required?  Will other sources of information still be required? |  |

**Does this request have Sign off from the requesting organisation?**

|  |  |
| --- | --- |
| State either:  Rationale for approval or  Reason for refusal |  |
| Org Clinical Lead: |  |
| Org Caldicott Guardian: |  |
| Date: |  |

**Logistical considerations:**

Please note that access to JUYI is provided at Smartcard role level.

Therefore in order to give access to one user on a particular role, all users on that role in your organisation will then have access by default.

|  |  |
| --- | --- |
| Number of new users:  Within team?  Within org? |  |
| Do they have smartcards:  Do all potential users have smartcards? |  |
| If yes, Smartcard roles: |  |
| Smartcard roles to be used for JUYI access:  Existing role or set up new role? |  |

**Once completed, return this form to** [**juyi.gloucestershire@nhs.net**](mailto:juyi.gloucestershire@nhs.net)