

ARIA USER ADMINISTRATOR ROLES AND RESPONSIBILITIES

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to be followed by the user administrators when adding, removing or maintaining user accounts within ARIA and to ensure that the user administrators use the Security application as agreed within the Kent and Medway Cancer Collaborative and in accordance with trust information governance procedures.

SCOPE

This SOP applies to all user administrators and all user accounts in Aria within the Kent and Medway Cancer Collaborative.

RESPONSIBILITIES AND DOCUMENTATION

The user administrator is responsible for the following tasks and MUST be in receipt of a fully completed KMCCEP017 ARIA user account management form before undertaking the following:

1. Account set-up
2. Account changes
3. Account inactivation
4. Account activation*
5. Password resets

* If the user accessed the system within the last 6 months then the account can be re-activated without refresher training. If the user last accessed the system more than 6 months ago then refresher training must have been provided and documented on the user account management form together with the appropriate user group and locations.

LIMITATIONS

User Administrators **must not**:

- Access, amend, maintain or inactivate the accounts of staff outside their organisation
- Create or amend their own account(s)
- Create additional accounts for a single user. Such requests must be referred to the system administrator
- Create generic accounts. Such requests must be referred to the system administrator
- Add, transfer or activate user accounts to the following groups: Pharmacists System Admin, Pharmacists Validation, Radiation Therapy, OpTxVaris Development, VMS Development. All requests to place or transfer staff into these groups should be forwarded to the system administrator.

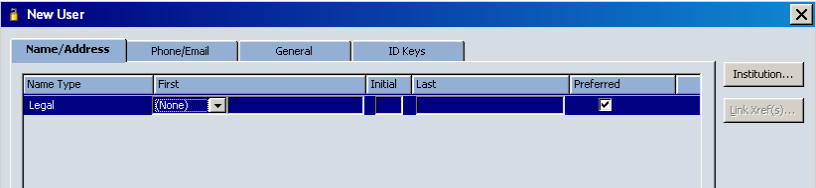
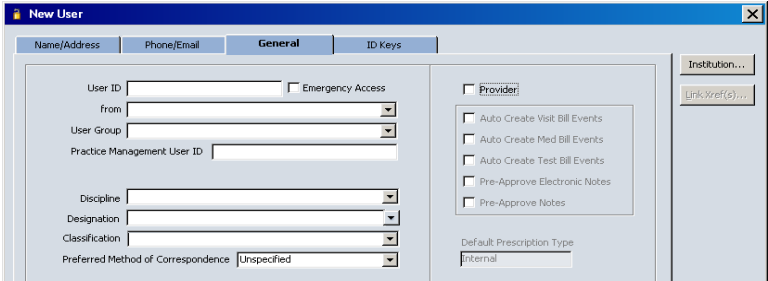
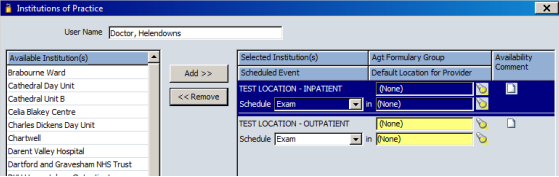
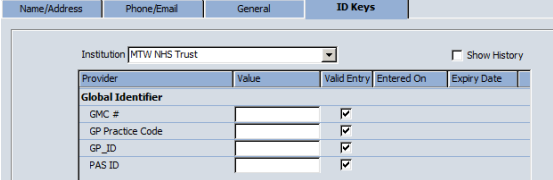
USER GROUPS

User groups defined in ARIA are all prefixed MTW and are named as follows:

- Accredited checking pharmacy tech
- Consultant (Use for ALL prescribers including registrars, non-medical prescribers etc.)
- HCA (copy of view and print with addition of access to record Vital Signs)
- Informatics (Same as View & Print but with the addition of SACT reports)
- Nurse
- Nurse Manager + Planner
- Nurse Manager + Scheduling
- Pharmacist
- **Pharmacists System Admin – Refer requests to KMCC System Administrator**
- **Pharmacists Validation - Refer requests to KMCC System Administrator**
- Pharmacy Tech
- **Radiation Therapy – NOT CURRENTLY IN USE**
- Scheduler
- **Users Admin - Refer requests to KMCC System Administrator**
- View & Print
- **OpTxVaris Development – NOT TO BE USED**
- **VMS Development – NOT TO BE USED**

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PROCEDURE

<p>1. Account set-up</p> <p>User > User Registry > New > Cancel</p> <ul style="list-style-type: none"> • Name/Address tab <ul style="list-style-type: none"> ○ First: Enter first name ○ Last: Enter last name ○ Leave all other fields blank • Phone/Email tab <ul style="list-style-type: none"> ○ Leave blank • General tab <ul style="list-style-type: none"> ○ User ID: This is the users' log in name. Enter username in firstname.surname format ○ From: <u>Always</u> select MTW NHS Trust ○ User Group: Select from drop-down menu as appropriate for job role. ○ Practice Management User ID: Leave blank ○ Discipline: Select from drop-down menu as appropriate for job role ○ Designation: Leave blank ○ Classification: Select from drop-down menu as appropriate. <u>Always</u> complete for consultants, not essential for other users ○ Preferred Method of Correspondence: Leave as 'Unspecified' ○ Provider check box: <u>For prescribers only</u>, check the 'Provider' box ○ Institution Button: Highlight each ward/department in turn from the trust relevant to the user from the panel on the left then select Add. It is not necessary to enter Hospital or Trust locations to most accounts, the exceptions being Nurse + Planner and User Admin which will both need 'MTW NHS Trust'. To remove a ward/department, highlight entry and select Remove<<. • ID Keys tab (completed for consultants and non-medical prescribers only) <ul style="list-style-type: none"> ○ Enter the consultant's GMC number prefixed with 'C' or the non-medical prescribers registration number into the GMC# field. To find a GMC number go to https://www.gmc-uk.org/registration-and-licensing/the-medical-register then search the register. To find a pharmacist registration number (only if they are in the Consultant group), go to https://www.pharmacyregulation.org/registers/pharmacist then search the register 	   
<p>2. Account changes</p> <ul style="list-style-type: none"> • Change a user's User Group User > User Registry > Highlight user to be amended > Select Modify On the General tab, select new user group from drop-down menu. See Limitations section to ensure this is permissible and if not refer request to the system administrator • Change a user's name User > User Registry > Highlight user to be changed > Select change name On the Name/Address tab change the display name and on the General tab change the user's login name 	
<p>3. Inactivate a user</p> <p>User > User Registry > Highlight user to be inactivated > Select Inactivate > Select OK</p> <p>Users cannot be deleted fully from the system, their accounts can only be inactivated</p>	
<p>4. Activate an inactive user's account</p> <p>User > User Registry > Highlight user to be activated > Select Activate > Select OK</p> <p>Ensure the user group is still appropriate for the user</p>	
<p>5. Reset a password</p> <p>User > User Registry > Highlight user account to be reset > Select Reset Password</p> <p>Password will be reset to the default to enable the user to log in and change to a new password of their choice</p>	

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