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.
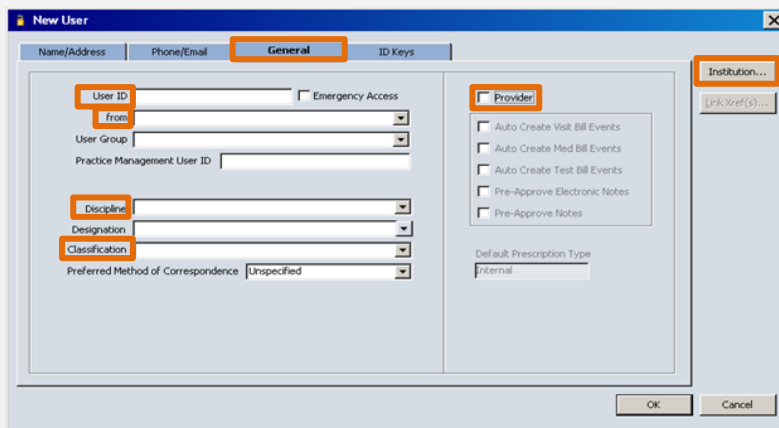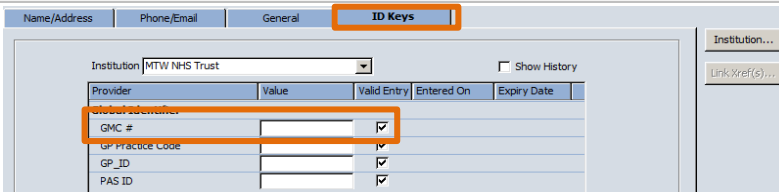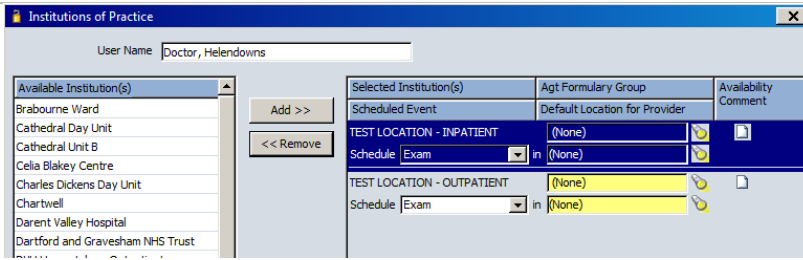
User Groups

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

- Accredited checking pharmacy tech
- Consultant (Use for ALL prescribers who treat adult patients)
- 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
- Paediatric nurse
- Paeds Prescriber
- Pharmacist
- Pharmacists System Admin*
- Pharmacists Validation*
- Pharmacy Tech
- Radiation Therapy – **NOT TO BE USED**
- Research Nurse
- Scheduler
- Technician Builder*
- Users Admin -
- View & Print
- OpTxVaris Development – **NOT TO BE USED**
- VMS Development – **NOT TO BE USED**

* Refer all requests to ARIA system administrator

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1.	VIEW-USER LIST	Security ➜ User ➜ User registry

All users are listed here showing their user name, display name and user status. Choose to perform one of the following tasks:
- **New**: To create a new user.
- **Modify:** To amend anything within the General tab of the user
- **Inactivate/Activate (button toggles between options):** To inactivate a user's account either temporarily or permanently. Inactive accounts can only be re-activated by a user administrator so this function can be used for leavers but also for those on short term absence.
- **Reset Password:** This button is available on accounts marked as suspended when the user has locked their account. Select, and then select **yes** to reset the user's password. The user will then be prompted to create a new password next time they log in.
- **Change Name:** Complete name changes for **userID**, display names and title here using the same process as for new users.

2.	ADD/AMEND A USER	Add new: User ➜ User registry ➜ New ➜ Cancel
		Amend: User ➜ User registry ➜ Highlight ➜ Modify

2.1	**Name/Address tab:** Enter first & last names, leave all other fields blank	

2.2	**Phone/Email tab:** Leave blank	

2.3	**General tab**	

- **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. Select Consultant for all prescribers who treat adult patients
- **Practice Management User ID**: Leave blank
- **Discipline**: Select physician, pharmacy, clerical or nursing from drop-down menu as appropriate for job role
- **Designation**: Leave blank
- **Classification:** Select Clinical or Medical Oncologist, Haematologist or Paediatrician
- **Preferred Method of Correspondence**: Leave as 'Unspecified'
- Select OK to complete and save

2.4	**ID Keys tab**	

- **GMC #:** Complete for users in the Consultant group only
- Enter the consultant's GMC number prefixed with 'C' or the non-medical prescriber's registration number

- Doctors register can be searched here: https://www.gmc-uk.org/registration-and-licensing/the-medical-register
- Nurses register can be searched here: https://www.nmc.org.uk/registration/search-the-register/
- Pharmacists register can be searched here: https://www.pharmacyregulation.org/registers/pharmacist
- Select **OK** to complete and save.

2.5		

- **Institution Button:** Complete for users in the consultant, nurse or pharmacist groups
  - ○ Add ward level locations that the user will need access to. Click once on the location on the left then select **Add** to add.
  - ○ Click on location once then on **Remove** to remove from their access.
  - ○ **CONSULTANTS ONLY** add **TEST LOCATION - OUTPATIENTS**
- Select **OK** to complete

3.	EXIT SECURITY: Always use File then Exit to close the application and log yourself off. Never use X as this will close the window but leave you logged in

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