Leicestershire Partnership NHS Trust

Process for Temporary Access to SystmOne for Non-Substantive Staff

For Completion by SOP Author	
Version	1.0
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Name of Responsible Committee	IM&T Committee
Issue Date	August 2021
Implementation Date	August 2021
Review date	August 2023

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1. INTRODUCTION

Access to patient's electronic records is required by all health professionals to facilitate continuation and clarity regarding patients care requirements and documentation of care delivered or issues encountered.

2. PURPOSE

The purpose of this document is to outline the Standard Operating Procedure (SOP) for emergency temporary access to SystmOne in-patient units or Electronic Observation system for non-substantive staff whilst working within Leicestershire Partnership Trust in-patient services.

3. SCOPE

This SOP applies to: -

3.1 Non-Substantive staff without a smartcard.

3.2 Non-Substantive staff whose smartcard does not have relevant SystmOne module access and no RA Sponsor is available out of hours to request this access.

3.3 Non- Substantive staff without access to SystmOne Electronic Observations

4. ABBREVIATIONS & DEFINITIONS

SOP = Standard Operating Procedure

5. DUTIES AND RESPONSIBILITIES

Substantive staff are responsible for activating the enclosed process to facilitate temporary emergency access for non–substantive staff.

6. PROCESS

Upon arrival of a non–substantive staff member, the nurse in charge must clarify possession of a smartcard with appropriate module access and confirm access to SystmOne electronic observations where relevant

6.1 If the non-substantive staff member has no smartcard or has a smartcard without relevant access, or cannot access electronic observation system and no RA Sponsor is available out of hours to request access, and immediate access required the process in Appendix A below must be followed.

6.2 Following initiation of temporary emergency access the nurse in charge/RA Sponsor must request a smartcard and access to the relevant SystmOne unit as per business as usual process i.e. email CSSInvoicing@leicspart.nhs.uk and copy in (Amrik.Singh@leicspart.nhs.uk) to inform the team permanent smartcard access required. Please enclose the name of the staff member.

6.3 Access via this process lasts until the non-substantive staff has a personal smartcard and access to the relevant SystmOne unit or a maximum of 10 days via the temporary process. Access to SystmOne electronic observation system lasts 10 days

6.4 **NOTE**-Access via this route excludes non-substantive staff from registering a new patient admission onto SystmOne.

6.5 Any issues utilising this process must be recorded via Ulysses incident reporting system.

7. TRAINING REQUIREMENTS

No training requirements identified.

8. VERSION HISTORY LOG

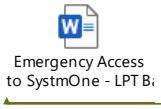
This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

Version	Date Implemented	Details of Significant Changes
1.0	July 2021	Initial generation of SOP

9. APPENDICES

Process for activation of temporary access for non–substantive staff.

Appendix A – Temporary Access



Field Code Changed