

FGM Enhanced Dataset CAP User Registration Form

Step 1

To access the FGM Enhanced Dataset users first need to create a Single Sign-On (SSO) account with NHS Digital by registering [online](#) and click on “*Don’t have an account Register*” If you already have an account for other NHS Digital audits you won’t need to do step 1. However, you will still need to complete Step 2.

Step 2

To register for the FGM Enhanced Dataset you need to electronically complete this registration form. One form is required for each organisation; however an organisation may register multiple users with more than one form. Your email must be the same as the username you used to register for SSO.

Users working at multiple sites across a **Trust** need to be registered against one organisation code (typically the site at which they are employed). For GP practices where several practices work together a user/practice manager can register under 1 practice. If a user works for several unrelated practices they need to register for each of those practices using a different email address.

Users requiring registration need to complete parts A and B. If you have any questions you can call NHS Digital on 0300 303 5678. Email the form to the Caldicott Guardian at your trust, Practice or CCG. If you are unsure who your Caldicott Guardian is, check the [Caldicott Guardian register](#).

GP Practices

The Caldicott Guardian completing the CAP registration form must be registered within the National Register of Caldicott Guardians https://digital.nhs.uk/media/604/CG-and-SIRO-form/doc/CG_and_SIRO_form . If a practice does not currently have a registered Caldicott Guardian then the Caldicott/Siro form on the above link can be completed and sent to exterhelpdesk@nhs.net. You do not need to send your FGM CAP registration form to the Exeter helpdesk.

When your Caldicott Guardian received confirmation that they are on the register they can then send the CAP registration form to enquiries@nhsdigital.nhs.uk.

Where there is no Caldicott Guardian in a GP practice, the Caldicott Guardian for the CCG may be approached to complete Part C of the registration form for the Clinical Audit Platform.

Step 3

The Caldicott Guardian electronically completes part C and emails the completed form from their own professional e-mail address (as a Word document) to enquiries@nhsdigital.nhs.uk (with subject field titled “CASU: FGM User Registration”).

It is essential that the Caldicott Guardian themselves email the completed form, as the source email address of the Caldicott Guardian is used as part of the verification of their identity.

Once your registration form has been received and approved, you are accepting the terms and conditions of use as set out in Appendix A and you will receive a notification email that the registration has been approved. If you wish to add additional users in the future a new registration form will be required.

User Registration for CAP

Please electronically complete the form carefully by typing in the grey shaded text boxes so as to avoid any delays in processing.

PART A: ORGANISATION SECTION

Trust Site / GP Practice Name:

e.g. Southmead Hospital or Yarm Medical Practice

Trust Site (five digit) Code / GP Practice (six digit) Code:

Please enter one code, e.g. RA772 or A81027

Once registered against a trust site, users can enter data from anywhere across the trust

Trust site codes can be found here by searching using 'NHS Trust Site':

<https://odsportal.hscic.gov.uk/Organisation/Search>

If you need help finding your organisation code please call 0300 303 4034

PART B: USER ADMINISTRATION

Please give details of all users who require access to the FGM Enhanced Dataset

Number of data users for whom access is required:

User 1

Primary Contact (the main contact for dataset updates, administration and data collection)

Primary Contact Name:

Job Role: Non-clinical *Choose most appropriate from drop down list*

Telephone:

E-mail:

User 2

Name

Job Role: Clinical *Choose most appropriate from drop down list*

Telephone:

E-mail:

User 3

Name:

Job Role: Non-clinical *Choose most appropriate from drop down*

list

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 4

Name:

Job Role: Clinical *Choose most appropriate from drop down list*

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 5

Name:

Job Role: Clinical *Choose most appropriate from drop down list*

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 6

Name:

Job Role: Clinical *Choose most appropriate from drop down list*

Telephone:

Email Address: this must be the email used for the SSO account in step 1

User 7

Name:

Job Role: Clinical *Choose most appropriate from drop down list*

Telephone:

Email Address: this must be the email used for the SSO account in step 1

PART C: CALDICOTT GUARDIAN APPROVAL

Please approve all of the user details in part B, by electronically completing your details below and emailing the completed form from your NHS email account (as a Word document) to: enquiries@nhsdigital.nhs.uk With the subject field titled "CASU: FGM User Registration"

Details of Organisation's Caldicott Guardian

Organisation Name:

Caldicott Guardian Name:

Telephone:

Email:

Date:

Appendix A: User Terms and Conditions of Access

The FGM Enhanced Dataset contains confidential patient information and people, to whom access is granted, have a duty of confidentiality under the terms of the Data Protection Act.

Your local Caldicott Guardian has overall responsibility for this data and you will be required to comply with all of the conditions that apply locally to the handling of patient data.

Specifically in respect of the FGM Enhanced Dataset and NHS Digital, please note the following:

- Do not access another users' record unnecessarily. Inappropriate access of another users' record is a breach of the terms and conditions of use. This activity will be monitored.
- Do not reveal your password to anyone else – if possible do not write it down.
- Do not include the passwords automatically in the logon process i.e. don't ask the system to remember it – type it in each time
- If you think that someone may have seen your password, contact NHS Digital to change your details
- All data stored by NHS Digital is subject to FOI requests and the governments' transparency agenda. For more information go to <http://digital.nhs.uk/transparency>

Single sign-on (SSO) registration must be done first and can be made via the following URL: <https://login.hscic.gov.uk/Register.aspx>

The FGM Enhanced Dataset can be accessed, once registered, via the following URL: <https://clinicalaudit.hscic.gov.uk/fgm/>

For further help and guidance with the FGM Enhanced Dataset please do not hesitate to contact NHS Digital using the following details:

Email: enquiries@nhsdigital.nhs.uk Telephone: 0300 303 5678.