

REGISTRATION AUTHORITY & NHS SMARTCARDS

Please note this newsletter requires action to be taken or staff may lose clinical access.

System Positions. Prior to the migration to Care Identity Service (CIS) most users should have been allocated into a position within an organisation which gives them the access rights they need. Due to timescales it was not possible to complete this work in all areas which meant that at migration some users who were not allocated into a position were migrated into a System Generated Position (SysPos) where essentially each individual user has their own position. It is now necessary to move these users from SysPos into locally defined positions.

This work must be completed by the deadline of 1st September after which all SysPos positions will be centrally removed. If the work is not completed users will lose any access rights they have at this point.

Specifically for SystmOne organisations Sponsors should follow the guide below so duplicate users are not created and all user's settings and preferences remain in place:

1. Sponsor assigns a user to their new position (even if it is a different job role)
2. Sponsor removes the old SysPos position from CIS – note very important this step is done.
3. If the sponsor is unable to remove the old position (it may show as locked) tell the user to only log on using the old access (identify this by the job role name) this way it doesn't carry through to SystmOne.
4. The practice request the SysPos is removed by RA Smartcard Team.
5. Once RA Smartcard Team have advised that the SysPos position has been removed the sponsor tells the user to log out of SystmOne completely and re-authenticate their smartcard and go into SystmOne. The user then only has the option to log on to the new position, SystmOne remembers their personal settings and also their rotas.
6. . When the user does go back into the system if they can't see their rotas they won't have gone completely but should still be there in a picking list with the user name greyed out. The SystmOne administrator needs to reassign the rotas from the users old job role to their new job role and this will pull the rotas back through again. The same procedure will need to be carried out for any tasks or home visits that are associated to the old job role. Any annual leave that is captured in S1 will need cancelling under the old job role and entering again under the new job role.

If a practice has already attempted to create the new positions prior to receiving this info there is a possibility that some staff have switched to new SystmOne profiles automatically.

All queries relating to the above process must be passed to the eMBED RA Team using the e-mail address as shown below as soon as possible. If you need any assistance or further guidance then please do not hesitate to contact us.

embed.smartcards@nhs.net.

We also have a dedicated phone line 03003000620