Dear SCW CSU RA Team

Please build the positions detailed below in CIS for organisation:

|  |  |
| --- | --- |
| Surgery Name |  |
| Surgery ODS Code |  |

Position Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Position Name | Job Role Code | Activity Codes | Further Info |
| BSW Wilts Referral Centre - Proxy referrer | R8008 – Admin/Clinical Support Access Role | B1102 - Proxy Manage Outbound Referrals  B1103 - Manage Outbound appointments | This will allow a user to make a referral in ERS on behalf of a named clinician |
| BSW Wiltshire Referral Centre Sponsor  *(Please note this position has been set up so it can only approve access for the position above, not the other positions within the surgery)* | R8008 – Admin/Clinical Support Access Role | B1102 - Proxy Manage Outbound Referrals  B1103 - Manage Outbound appointments  B1300 - Approve RA requests (sponsor | This will allow a user to make a referral in ERS on behalf of a named clinician  This will allow a user to assign/remove the position above (Wiltshire Referral Centre - Proxy referral access) to other staff  *It is likely to be assigned to the Referral Centre manager(s)* |

Please assign the users(s) below the position detailed in the table (Insert rows if more users required):

|  |  |  |
| --- | --- | --- |
| Name | Smartcard Number | Position Name |
| Louise Robbins | 5612 1881 8101 | Wiltshire Referral Centre Sponsor |
| Jane Nicklinson | 6325 4704 5567 | Wiltshire Referral Centre Sponsor |

Authorised by (this should be the RA Sponsor at the practice):

|  |  |
| --- | --- |
| Name |  |
| Smartcard Number |  |
| Signature |  |

**Please return this completed form to** [**scwcsu.smartcards@nhs.net**](mailto:scwcsu.smartcards@nhs.net) **ensuring that it has been sent from the Sponsors email address. Please cc to** [**bswccg.rss@nhs.net**](mailto:bswccg.rss@nhs.net)