

## **BSW ICR – User Profile Form**

### *What, Why, How?*

#### **What?**

From the 23<sup>rd</sup> May 2023 new and existing users of the ICR will need to enter their name and role in a simple form when starting the ICR.

**This will only need to be done ONCE**

#### **Why?**

This information is required so that the ICR can connect to the national NHS spine which in turn will allow care plans, End of Life care plans , to be shared initially as part of the National Record Locator with SWAST and other national services.

We will also be able to understand the use of the ICR better as people's roles will be visible to the ICR program team – this means that we can help BSW providers get more benefits from the use of the ICR.

#### **How?**

When this feature has been switched on, the form that you will be presented with on your first login into the ICR will be as follows (figure 1):

*Figure 1*

Forename, Surname and Role are mandatory fields.

Without filling these fields, you will not be able to access clinical records.

Completion of the form is therefore mandatory.

Note: Role displays a list of configured job roles for selection when you click in the field (figure 2).

Figure 1

To find your role (or the nearest role description) start typing the first letters of your job title/role.

As you type, it will filter and bring up a range of roles.

This is an example (figure 3):

Figure 2

*What if my role isn't there?*

You will need to select the one that is the nearest match so you can complete the form. Then, email [bswicb.icrinfo@nhs.net](mailto:bswicb.icrinfo@nhs.net) with the details of your role, so we can then investigate a new role to add from the approved coded list.

You will only need to complete this form once. If any of your details change in the future, you can edit your profile information from the CareCentric menu (figure 4 & 5):

Figure 3

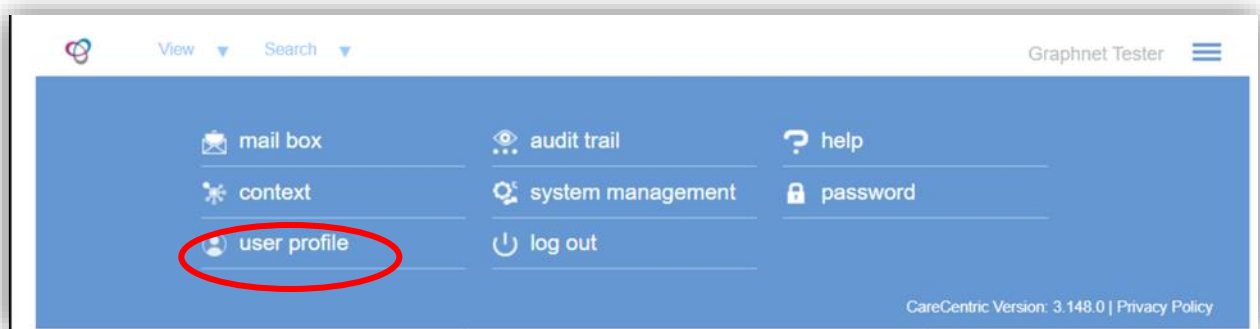
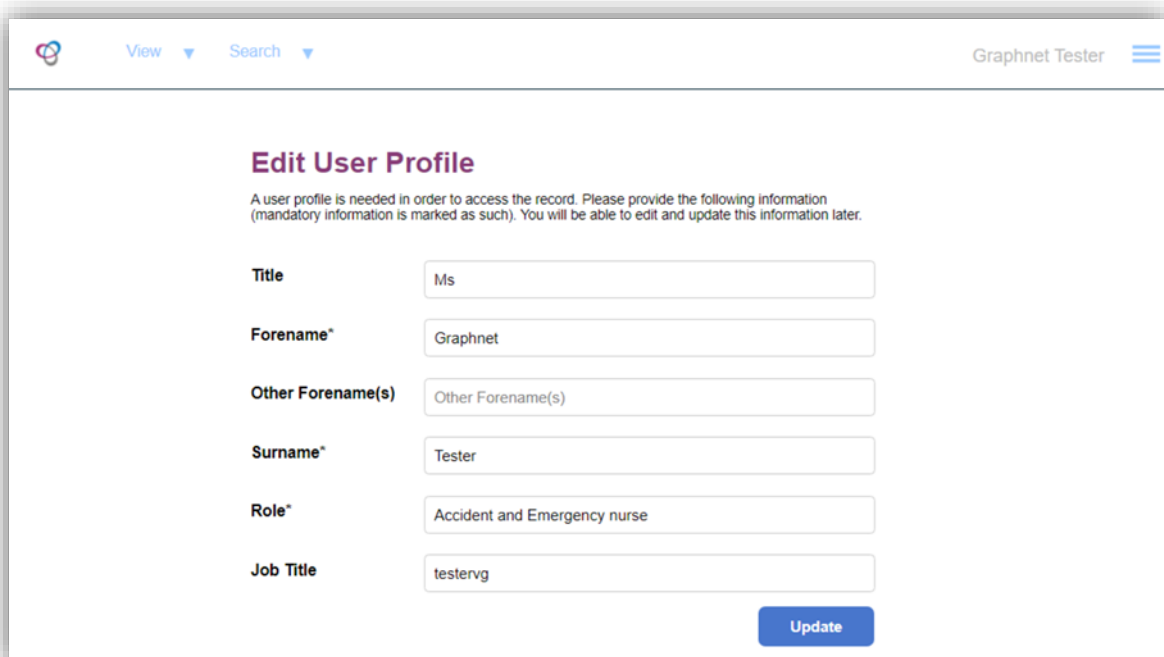


Figure 4

A screenshot of the 'Edit User Profile' form in the CareCentric system. The form title is 'Edit User Profile' in purple. Below the title is a short instruction: 'A user profile is needed in order to access the record. Please provide the following information (mandatory information is marked as such). You will be able to edit and update this information later.' The form contains several input fields: 'Title' (with 'Ms' entered), 'Forename\*' (with 'Graphnet' entered), 'Other Forename(s)' (with 'Other Forename(s)' entered), 'Surname\*' (with 'Tester' entered), 'Role\*' (with 'Accident and Emergency nurse' entered), and 'Job Title' (with 'testervg' entered). An 'Update' button is located at the bottom right of the form.

**I would like to know more.**

We are happy to help, please email [bswicb.icrinfo@nhs.net](mailto:bswicb.icrinfo@nhs.net) with any queries.