**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 England by registering on the [Clinical Audit Platform](https://clinicalaudit.hscic.gov.uk/) and click on *Sign in and* then “*Don’t have an account/Register*”

If you already have an account for other NHS England audits you won’t need to do step 1. However, you will still need to complete Step 2.

**Please read the User Terms and Conditions of Access in Appendix A of this form**

**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 requiring registration need to complete parts A and B. If you have any questions you can call NHS England on 0300 303 5035. **Trust Users** Email the form to the Caldicott Guardian at their Trust. If you are unsure who your Caldicott Guardian is, most of the Caldicott Guardians can be found at this link [Caldicott Guardian register](https://digital.nhs.uk/organisation-data-service/our-services#CG).

**Step 3**

**Hospitals/Trusts**

The Caldicott Guardian electronically completes part C of the FGM CAP registration form and emails the completed form from their own professional e-mail address (as a Word document) to [ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net) (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.**

**GP Practices**

Part C of the registration form should be completed by the **Senior Partner in the practice or Caldicott Guardian**. They should then e-mail the completed form from their own professional e-mail address (as a Word document) to [ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net) (with subject field titled “CASU: FGM User Registration”).

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:**

**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

Site codes can be found here by searching using ‘NHS Trust Site’:

<https://odsportal.digital.nhs.uk/Organisation/Search>

If you need help finding your organisation code, please call the Exeter Help Desk Tel: 0300 303 4034 or email [exeter.helpdesk@nhs.net](mailto:exeter.helpdesk@nhs.net).

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 Ch*oose 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-clinicalC*hoose most appropriate from drop down*

Telephone:

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

User 4

Name:

Job Role: ClinicalC*hoose 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: ClinicalC*hoose 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: ClinicalC*hoose 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: ClinicalC*hoose 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 or SENIOR PARTNER 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: [ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net) with the subject field titled “CASU: FGM User Registration”

**Details of Organisation’s Caldicott Guardian or Senior Partner for Primary Care**

Organisation Name:

Caldicott Guardian Name/ Senior Partner:

Telephone:

Email:

Date:

**Appendix A: User Terms and Conditions of Access**

The FGM Enhanced Dataset contains confidential patient information and staff working on behalf of a health or social care organisation and to whom access is granted, have a duty of confidentiality.

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

By registering as a CAP user, you are agreeing for NHS England to hold and use your work/professional email address.  NHS England will use your email address to allow you access to CAP and to send you emails regarding the audit.

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

* Accessing records created by other users for any purpose other than adding, editing or viewing data about your own clinical activity. Inappropriate access of another users’ record is a breach of the Clinical Audit Platform’s terms and conditions of use.
* Do not reveal your password to anyone else –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 else knows or may have seen your password, go to Forgotten details on the CAP sign in page and reset your password.
* All data stored by NHS England is subject to FOI requests and the governments transparency agenda. For more information go to [Transparency agenda](https://digital.nhs.uk/services/supporting-open-data-and-transparency#we-make-a-broad-range-of-data-available)

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 England using the following details:

Email: [ssd.nationalservicedesk@nhs.net](mailto:ssd.nationalservicedesk@nhs.net) Telephone: 0300 303 5035.