**National Oesophago-Gastric Cancer Audit (OG2)**

**User Registration Form**

To register for the National Oesophago-Gastric Cancer Audit, you will need to electronically complete this registration form. One form is required for each trust, however a trust may register as many users as required.

The user requiring registration needs to complete parts A and B overleaf, if you have any questions you can call NHS Digital on 0300 303 5678.

When the user has electronically completed parts A & B, they must email it to their Caldicott Guardian.

The Caldicott Guardian then electronically completes part C and emails the completed form to enquiries@nhsdigital.nhs.uk (with subject field titled “Clinical Audit: OG2 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 the Caldicott Guardian’s 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.

**By registering as a CAP user, you are agreeing for NHS Digital to hold and use your email address.  NHS Digital will use your email address to allow you access to CAP and to send you emails with regard to the audit.**

**National Oesophago-Gastric Cancer Audit (OG2)**

**User Registration**

Please electronically complete the form carefully by typing in the grey shaded text boxes so as to avoid any delays in processing. You can easily move between the grey boxes by using the ‘Tab’ key.

**PART A: ORGANISATION SECTION**

Trust Name:

 **e.g. Leeds & York Partnership NHS Foundation Trust**

National Code:        **e.g. RGD**

**CLINICAL CONTACT** (the main contact for updates and important clinical information on the audit)

Clinical contact name:

Job Title:  ***Please select from drop down box.***

Telephone:

E-mail:

**PRIMARY CONTACT** (the main contact for audit updates, administration and data collection)

Primary contact name:

Job Title: ***Please select from drop down box.***

Address:

Postcode:

Telephone:

E-mail:

Number of data users for whom access is required:  ***Please select from drop down box.***

**Please note that if the Clinical and Primary Contact require access as well, then their details must also be entered in Part B.**

PART B: USER ADMINISTRATION

Please give details of all users who require access to National Oesophago-Gastric Cancer Audit.

User 1

Name:

Job Title:  ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 2

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 3

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 4

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 5

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 6

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 7

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

User 8

Name:

Job Title: ***Please select from drop down box.***

GMC Code: C      ***If applicable***

Telephone:

Email Address:

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 to:

enquiries@nhsdigital.nhs.uk.

With the subject field titled

“Clinical Audit: OG2 User Registration”

**Details of Trust’s Caldicott Guardian**

Name:

Telephone:

Email:

Date:

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

The National Oesophago-Gastric Cancer Audit Database 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 OG and NHS Digital, please note the following:

* 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 in each time
* If you think that someone may have seen your password, contact NHS Digital to change your details

Single Sign on Registration can be made via the following URL:

<https://clinicalaudit.hscic.gov.uk>

The National Oesophago-Gastric Cancer Audit can be accessed via the following URL:

<https://clinicalaudit.hscic.gov.uk/og>

More information about the National Oesophago-Gastric Cancer Audit and specific information on uploading/checking records can be found via the following URL:

[www.nogca.org.uk](http://www.digital.nhs.uk/og)

For further help and guidance with the National Oesophago-Gastric Cancer Audit please do not hesitate to contact NHS Digital using the following details:

Email: enquiries@nhsdigital.nhs.uk

Telephone: 0300 303 5678