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

**User Registration Form**

|  |
| --- |
| **Users create a Single Sign On (SSO)*** + All users must create an SSO: <https://clinicalaudit.hscic.gov.uk/og>
	+ SSO is used to access the Clinical Audit Platform (CAP)
	+ Only use professional email addresses; do **not** use generic or shared mailboxes
 |
|  |
| **Complete parts A and B of this form** |
|  |
| **Caldicott Guardian signs-off and emails the form*** Your Caldicott Guardian completes Part C and emails it to ssd.nationalservicedesk@nhs.net
* The Caldicott Guardian must match the public listing on the [ODS portal](https://odsportal.digital.nhs.uk/Organisation/Search).
 |
|  |
| **Getting access*** Our contact centre will email all users listed to confirm registration
* Once registered, access NOGCA on CAP at: <https://clinicalaudit.hscic.gov.uk/og>
 |
| If you have any queries, contact ssd.nationalservicedesk@nhs.net or 0300 303 5035.The CAP terms and conditions and the CAP Information Security document are available: <https://digital.nhs.uk/services/clinical-audit-platform>. CAP collects confidential patient information. The Trust’s Caldicott Guardian has overall responsibility for the data their CAP users submit to NOGCA. CAP users have a duty of confidentiality. CAP users are required to comply with all the conditions that apply locally to the handling of patient data. **By registering, a CAP user is agreeing for NHS England (formerly NHS Digital) to hold and use the email address provided.  NHS England (formerly NHS Digital) will use the email address to allow the user access to CAP and send them emails regarding NOGCA.** |

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

**User Registration**

Type in the grey boxes. You can move between them by using the ‘Tab’ key.

**PART A: ORGANISATION SECTION**

**Trust Name:**

e.g. Leeds Teaching Hospitals NHS Trust

**Trust Code (3 digit):**

e.g. RR8

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

Clinical contact name:

Job Title:  *Select from drop down box*

Telephone:

Email:

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

Primary contact name:

Job Title: *Select from drop down box*

Telephone:

Email:

**Clinical or Primary Contacts requiring access must be entered in Part B.**

PART B: USER ADMINISTRATION

Users who require access to National Oesophago-Gastric Cancer Audit (NOGCA).

User 1

Name:

Job Title:  *Select from drop down box*

GMC Code: C      *For surgeons*

Telephone:

Email Address:

User 2

Name:

Job Title: *Select from drop down box*

GMC Code: C      *For surgeons*

Telephone:

Email Address:

User 3

Name:

Job Title: *Select from drop down box*

GMC Code: C      *For surgeons*

Telephone:

Email Address:

User 4

Name:

Job Title: *Select from drop down box*

GMC Code: C      *For surgeons*

Telephone:

Email Address:

User 5

Name:

Job Title: *Select from drop down box*

GMC Code: C      *For surgeons*

Telephone:

Email Address:

PART C: CALDICOTT GUARDIAN APPROVAL

The Caldicott Guardian approves access to all the users listed above by entering their details (electronically) below and emailing the form to

ssd.nationalservicedesk@nhs.net

Use the Subject line: Clinical Audit: NOGCA User Registration

The form must be sent from the Caldicott Guardian’s email address, which must the match the public listing on the ODS Portal: <https://odsportal.digital.nhs.uk/Organisation/Search>

**Details of Trust’s Caldicott Guardian**

Name:

Telephone:

Email:

Date:

If you have any queries, contact ssd.nationalservicedesk@nhs.net or 0300 303 5035.

The CAP terms and conditions and the CAP Information Security document are available: <https://digital.nhs.uk/services/clinical-audit-platform>.

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