TransplantPath External User Access Request Form

Directions for Completion

Please register at FutureNHS TransplantPath central Hub for access to User Guides and the Approval Process.
TransplantPath Central Hub - FutureNHS Collaboration Platform

Directions for Completion

1. This form should be completed by anyone external to NHSBT requesting access to TransplantPath
2. Applicants must confirm access and completion of the TransplantPath user guides available on FutureNHS: User Guide - TransplantPath Central Hub - FutureNHS Collaboration Platform
3. Please read these Acceptable Use Terms and Conditions in full.
4. Once you complete this form, you agree to abide by these conditions.
5. Complete the access request form in full ensuring you use your professional email linked to the NHS or for researchers, Academic site.
6. Once complete, email to your local TransplantPath approver as their electronic signature is <u>mandatory</u> to validate your request Account Registration - TransplantPath Central Hub - FutureNHS Collaboration Platform
7. Retain a copy of the Acceptable Use Terms and Conditions for your records.

Acceptable Usage Terms and Conditions

Before you are authorised to access ODT systems, you must read these Terms and Conditions and sign the form on page 3 to indicate that you abide by them. You should also retain them for future reference.

You must comply with all data security protocols outlined in your organisations Memorandum of Understanding/Material Transfer Agreement with NHSBT including never allowing another to use your account.

The Service

TransplantPath is a service provided by NHSBT for NHS transplant colleagues in UK Donating Hospitals/National Transplant Centres/National Tissue Centres/Approved Research Institutions to assess the suitability of an organ offer.

It is a view only web application that can be accessed from any internet enabled device. The application provides a real time view of organ/tissue donor information that is added to DonorPath by Specialist Nurses. Access to the service is restricted to employees of NHS organisations/tissue organisations/approved research institutions that have a current data Information Sharing Protocol in place with NHSBT.

Terms of Use

Access to the service is restricted to employees of organisations that have a current data sharing Memorandum of Understanding/Material Transfer Agreement with NHSBT.

Accessing the Service

TransplantPath credentials are managed via Azure AD and the Admin Portal can only be accessed via the NHSBT Private Network.

TransplantPath users must have an Azure AD account belonging to a trust that NHSBT has granted access to. TransplantPath authenticates users using Azure SSO, their own NHS trust policies for user account, password management and 2 Factor Authentication (2FA) apply. Additionally, NHSBT enforces its own 2FA via Azure AD. Each individual user will also need to be granted access to TransplantPath via the Admin Portal, where their user role can be applied.

The data

All data provided by this service is in line with Data Protection and Caldicott principles.

The data provided is compliant with GDPR Articles 6-1e, 6-1a, 9-2h & 9-2a.

Consent

By agreeing to these Terms and Conditions you consent to NHSBT recording in an audit log your activity in the service. The audit log will record your username, and time and date stamps of all actions performed in the service.

This data is required to optimise the delivery of the service and to act as a medical / legal record to be able to support any investigations.

You agree to upholding all principles of Data Protection Legislation especially as it relates to PID. The supplied data may only be reviewed by the intended recipient and must not be shared with any other parties.

You confirm that you have received appropriate data security and protection training in the last 12 months and are aware of the confidential nature and duties placed on those processing identifiable, sensitive, confidential, and anonymised/pseudonymised information.

If you become aware of any unlawful accessing of the service, then you must notify NHSBT Service Desk on **service.desk@nhsbt.nhs.uk** within 24 hours.

If you leave your role you must ensure your account is closed by notifying your local organisation who will revoke your access to your Azure AD account.

Your TransplantPath access will be deactivated after 12 months on non-usage. If you still require access after this time, please reapply as outlined in 'Accessing the Service' above.

Section 1	To be completed by ALL external TransplantPath applicants
Section 2	To be completed by local Approver of TransplantPath accounts

Section 1 – Applicant Details	
*First Name:	
*Surname:	
*Telephone Number:	
*E-mail Address: *This must be your employee e-mail address. Any personal e-mail addresses, for example @gmail or @hotmail will be rejected*	
*TransplantPath Role: *Please select the role most suited to your job title – guidance can be found here.*	
*Hospital / Academic Institutions Name	
Type of Application:	New Amend Remove
Confirmation of User Guide access	I confirm that I have accessed FutureNHS and understood the User Guides available to me. Yes

Section 1 – Applicant Signature

This section should be completed by the user requesting access to TransplantPath.

I confirm that I have read and agree to these terms and conditions and that I require a TransplantPath account to support my role within the deceased organ / tissue donation and transplantation pathway.

Name: Date:

You must now e-mail this completed form to your Local Approver who will return this form from their registered e-mail address to NHSBT to act as an electronic signature.

All Local Approvers can be found on FutureNHS TransplantPath Central Hub: Account Registration - TransplantPath Central Hub - FutureNHS Collaboration Platform

Section 2 – Local Approvers Details	
*First Name:	
*Surname:	
*Telephone Number:	
*E-mail Address: *This must be your registered approver email address. If it isn't, then this application will be returned as incomplete – thank you.*	
Approval Validation: *All sections must be 'Approved' to enable account creation.* *If 'Not Approved', please do not send to Service Desk until corrected and 'Approved'*	Form completed in full: Valid employee email: Valid account request:
Please confirm the type of application as specified by the requester:	

Section 2 – Approver Signature

This section should be completed by the local registered TransplantPath approver as listed here:
[Account Registration - TransplantPath Central Hub - FutureNHS Collaboration Platform](#)

I confirm that   requires TransplantPath access to enable them to perform their professional role within the deceased organ / tissue donation and transplantation pathway.

I confirm that this application has been completed in full and is:

Approvers Name: Date:

Please now save this application as a PDF using the applicants name as the reference and return this completed form to service.desk@nhsbt.nhs.uk utilising your registered approver e-mail address to validate as your electronic signature. Thank you.

Clicking 'Reset Form' will clear ALL fields of data added