

TransplantPath External User Access / Local Approver Request

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](#)

1. This form should be completed by anyone external to NHSBT requesting access to TransplantPath **and/or becoming a Local TransplantPath Account Approver**.
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 **mandatory** 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 NHS Blood and Transplant (NHSBT) for authorised NHS transplant colleagues in UK Hospitals, National Transplant Centres, National Tissue Centres, and Approved Research Institutions. The service supports the assessment of organ and tissue donor suitability.

TransplantPath is a secure web application accessible from any internet enabled device. It provides a real-time view of donor information entered by Specialist Nurses and, where permitted by user role, allows authorised users to add, edit, or update specific data fields. All data entry and modification must be carried out in accordance with NHSBT policies, clinical governance requirements, and applicable data protection legislation.

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.

All users must complete all mandatory training and only access the system for legitimate clinical or operational purposes related to their role.

Users with permissions to add or edit data are responsible for ensuring that all information entered is accurate, complete, timely, and lawful. Users must not knowingly enter false, misleading, inappropriate information and must only modify data within the scope of their professional responsibilities.

NHSBT reserves the right to modify or revoke user permissions at any time to maintain system integrity, patient safety, and compliance with regulatory requirements.

Controlled if copy number stated on document and issued by QA

(Template Version 03/02/2020)

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 or Academic site that NHSBT has granted access to. Private accounts are prohibited. TransplantPath authenticates users using Azure SSO, their own NHS trust policies for user account, password management and two-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 processed within TransplantPath is handled in accordance with Data Protection legislation and Caldicott principles.

Data processing is compliant with GDPR Articles 6 1e, 6 1a, 9 2h, and 9 2a.

Users who create or modify data must ensure that all entries comply with NHSBT data standards, clinical documentation requirements, and relevant regulatory frameworks. Any errors identified must be reported immediately to NHSBT.

LOCAL APPROVER

This will entail the authorisation of individual account requests from your centre to ensure the correct members of your team have access to TransplantPath.

When authorising an account, the approver must ensure:

1. The request for an account is valid
2. That the requester has undertaken the training on FutureNHS

This will involve validating an Adobe form (completed by the requestee) to authenticate the user's request for TransplantPath access and sending this in to the NHSBT Service Desk who will grant the access operationally.

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 usernames, timestamps, and details of all actions performed, including data creation, modification, and deletion.

Audit 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 of inactivity or non-use. If you still require access after this time, please reapply as outlined in 'Accessing the Service' above.

Full terms and conditions for use can be found at <https://transplantpath.nhsbt.nhs.uk/terms-conditions>

Section 1a & 1b	To be completed by ALL external TransplantPath applicants
Section 2a & 2b	To be completed by Local Approver of TransplantPath accounts

FRM7417/3 – TransplantPath External User Access / Local Approver Request



Blood and Transplant
Effective date: 07OCT2026

Section 1a – Applicant Details		
*First Name		
*Surname		
*Telephone Number		
*Email Address <i>This must be your employee e-mail address. Any personal e-mail addresses, for example @gmail or @hotmail will be rejected</i>		
*TransplantPath Role: <i>Please select the role most suited to your job title – guidance can be found here</i>	Pick a Transplant Role	
*Transplant Centre / Institution Name	Please select (A-Z - Universities at end of list)	
Type of Application:	☐ New ☐ Amend ☐ Remove ☐ Reactivate	☐ TransplantPath Account ☐ Local TransplantPath Account Approver ☐ Both
Confirmation of User Guide Access:	I confirm that I have accessed FutureNHS and understood the User Guides available to me. ☐ YES	

Section 1b – Applicant Signature
<u>This section should be completed by the user requesting access to TransplantPath.</u> I confirm that I have read and agree to these terms and conditions and that I require a TransplantPath account and/or become Local TransplantPath Account Approver to support my role within the deceased organ / tissue donation and transplantation pathway. Name: _____ Date: _____ <i>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.</i> <i>All Local Approvers can be found on FutureNHS TransplantPath Central Hub: Account Registration- TransplantPath Central Hub - FutureNHS Collaboration Platform</i>

Section 2a – Local Approvers Details	
*First Name	
*Surname	
*Telephone Number	
*Email Address <i>This must be your registered approver email address. If it isn't, then this application will be returned as</i>	
Approval Validation: <i>All sections must be 'Approved' to enable account creation and/or assign as a local account approver. If 'Not Approved', please do not send to Service Desk until corrected and 'Approved'</i>	Form Completed in full: Please select Valid employee email: Please select Valid account request: Please select
Please confirm the type of application as specified by the requester:	Please select

Section 2b – Approver Signature
<u>This section should be completed by the local registered TransplantPath approver as listed here:</u> 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 and/or become Local TransplantPath Account Approver. I confirm that this application has been completed in full and is: Please select Approvers Name: _____ Date: _____ <i>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 <u>registered approver e- mail address to validate as your electronic signature</u>. Thank you.</i>

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

RESET FORM