

APPENDIX E

Access levels for different Groups of Employees working in the Trust

Access Capability	Patient Details and Results Lookup	Pathology Test Requesting	Radiology Test Requesting	Training Required	Results Sign Off
Employee Category	'Review' Access	tQuest - Pathology	tQuest –Radiology		
Doctors *	Automatic	Automatic	Automatic	Using MLE at or pre Induction	Yes
Trained Nurses, including Bank and Agency Nurses	Automatic for those with long term SFT contracts (but not Agency staff unless supported by their line manager)	Only when supported by their Line Manager	Only when supported by their Line Manager, and approved by Radiology	Using MLE at or pre Induction	Only when approved by their Line Manager (eg CNS)
Allied Health Professionals **	Only when supported by their Line Manager	Only when supported by their Line Manager	Only when supported by their Line Manager, and approved by Radiology	Review Module 1 & tQuest MLE at Induction if approved by their Line Manager	Only when approved by their Line Manager
HCSW including Phlebotomists	Patient Results not normally made available unless access requested by their Line Manager. Limited to patient 'look-up' and 'Sampler'.	Only when supported by their Line Manager	Not to be made available	Review Module 1 & tQuest MLE at Induction if approved by their Line Manager	No
Non Medical Staff ***	Only when supported by their Line Manager	Only when supported by their Line Manager	Only when supported by their Line Manager, and approved by Radiology	Review Module 1 & tQuest MLE at Induction if approved by their Line Manager	Only when approved by their Line Manager
System Administration	Full access including System Administration	Full access for Systems Administration. Pathology test requests authorised for test patients and for testing purposes only.	Full access for Systems Administration. Radiology test requests authorised for test patients and for testing purposes only.	All Review & tQuest modules and System Administration Training	No
Locum Doctors	Automatic, but those with contracts <2 weeks to use a Generic Login	Automatic, but those with contracts <2 weeks to use a Generic Login	Automatic, but those with contracts <2 weeks to use a Generic Login	Using MLE at or pre Induction	Yes
Medical Students	Only if supported by their Clinical Supervisor The exception to this will be the pre Foundation shadowing students in July who should have full access to all modalities and full Training	No	No	Review MLE on induction	No
Other Students	No	No	No	N/A	No

* This includes all Senior Doctors, all Doctors in Training and all other Grades excluding Locums

** This includes Pharmacists, Physiotherapists, Occupational Health Workers, Social Workers and Dieticians

*** This includes Medical Secretaries, Ward Clerks, Clinical Coders and some Managers