Please complete the form and return it to bchc.itt@nhs.net

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your Details** | | | | | | |
| Name |  | | | | | |
| Telephone No. |  | | Email address | | |  |
| Division |  | | Service | | |  |
| Team |  | | Job Role | | |  |
| Line Manager |  | | Are you Bank Staff?  Yes  No | | | |
| Are you being Redeployed?  Yes  No | | Redeployment Role | | |  | |
| If possible, would you prefer to be trained Virtually or Face to Face? Choose an item. | | | | | | |
| To access virtual training the pc/laptop you are using **must connect to the Trust’s network** and have the microphone enabled (or you can use plug in headphones with a mic) and ideally have a webcam | | | | | | |
| I confirm I have the required equipment needed for Virtual training (as above)  Yes  No | | | | | | |
| Do you have access to quiet place for the training to take place?  Yes  No | | | | | | |
| **Training Requirements** | | | | | | |
| Please select which system(s) you require training for:  RiO  CarePlus  Dragon  Total Mobile  Other: *Click or tap here to enter text* | | | | | | |
| Which of the following best describes your situation/training need?  New User  New Job Role  Refresher  Desk support | | | | | | |
| Do you have any special learning requirements (e.g. Dyslexia)?  Yes  No | | | | | | |
| *If ‘Yes’ please state:* | | | | | | |
| **Please Complete this Section if you Require RiO Training** | | | | | | |
| Have you ever been trained on RiO? *(at BCHC or another Trust)*  Yes  No | | | | Are you an existing RiO user at BCHC?  Yes  No | | |
| **Admin Role (New User)**  *Patient Search, Creating & Discharging Referrals, Booking & Outcoming Diary & Clinic Appointments, Reversals, Updating Demographics* | | | | **Clinical Role (New User)**  *Patient Search, Referrals, Caseload Management, Recording Clinical Information, Booking and Outcoming Diary & Clinic Appointments* | | |
| **The following additional modules are also available, but may be trained at a different time** | | | | | | |
| Inpatients  Daily Team Planner  Caseloads  Care Plans  RTT  Waiting Lists  Clinic Maintenance  Reversals  Other: Click or tap here to enter text. | | | | | | |
| If you are an existing RiO user requiring additional/further training, please enter details of your training requirements below | | | | | | |
| **Comments** | | | | | | |

**Notes**

Please complete as much information as you can and return the form to the Training Teams inbox bchc.itt@nhs.net. The Training Team’s inbox is monitored closely, and requests are processed as quickly as possible

A member of the team will contact you about your training request. The trainer will do their best to make sure the training suits your needs, but can only do this if you give them correct information about your job role and training requirements

The training will take place in a small group in one of our training rooms or ‘virtually’ using Microsoft Teams (this **does not** need to be installed on the laptop or desktop computer you are using for training). Your laptop or desktop computer will need to connect to the Trust’s network.

If for some reason you are unable to undertake the training, please notify the training team at bchc.itt@nhs.netas soon as possible so the slot can be allocated to another member of staff

**RiO Training:** Please be aware your Manager will also need to complete the Smartcard forms 1 & 2 and the RiO Access form 3 and return these to the Service Support Team ([bchc.servicesupport@nhs.net](mailto:bchc.servicesupport@nhs.net)). Forms can be obtained via the Intranet [please click here](http://nww.bhamcommunity.nhs.uk/about-us/divisions-and-directorates/operations/it-is-digital-technology-services/remote-working-support/fast-track-smartcards/)

|  |  |  |
| --- | --- | --- |
| **Form** | **What it’s for** | **Who needs to complete it** |
| Smartcard form 1 | To get a Smartcard | Users who don’t already have a Smartcard |
| Smartcard form 2 | To add the correct role(s) to the card | All users |
| RiO Access from 3 | To give you access to the appropriate functionality, Services, Teams, Clinics, Wards etc in RiO | All users |

**CarePlus Training:** Please be aware that your Manager will need to complete the Child Health System Access form for CarePlus access and return it to the Service Support Team ([bchc.servicesupport@nhs.net](mailto:bchc.servicesupport@nhs.net))

Forms can be obtained via the Intranet [please click here](http://nww.bhamcommunity.nhs.uk/EasySiteWeb/GatewayLink.aspx?alId=45562)

Forms for both RiO and CarePlus can be sent to Service Support **in advance** of Training

**Total Mobile Training:** Please be aware that you will need a device to use Total Mobile on. The Training Team do not issue devices, please contact the IT Helpdesk ([helpdesk@bhamcommunity.nhs.uk](mailto:helpdesk@bhamcommunity.nhs.uk))

**Dragon Training:** Please be aware that you will need a device to use Dragon on which you will need to bring with you for your training. The Training Team do not issue devices, please contact the IT Helpdesk ([helpdesk@bhamcommunity.nhs.uk](mailto:helpdesk@bhamcommunity.nhs.uk))

Access to Systems will only be granted when all relevant forms have been received and processed and Training has been completed