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 | | | | |
| 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 a quiet place for the training to take place?  Yes  No | | | | | | | | |
| **Training Requirements** | | | | | | | | |
| Please select what you require training for:  Rio  CarePlus  Total Mobile  Digital Skills  Microsoft  Other: *Click or tap here to enter text* | | | | | | | | |
| Which of the following best describes your situation/training need? | | | | | | | | |
| New User | | New Job Role | Return to Work | | | Refresher | | 1:1 Support |
| How would you rate your digital skills? (1 being poor to 5 being excellent) | | | | | | | | |
| 1 🞎  I can’t even use a smartphone | | 2 🞎  I can use a tablet to shop online | 3 🞎  I can use a computer with a keyboard & mouse | | | 4 🞎  I can send emails, create files, attend meetings etc. | | 5 🞎  I use more advanced functions e.g. Pivot tables |
| 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 | | | |
| **Typical Admin Role (New User)**  *Patient Search, Creating & Discharging Referrals, Booking & Outcoming Diary & Clinic Appointments, Reversals, Updating Demographics* | | | | | **Typical Clinical Role (New User)**  *Patient Search, Referrals, Caseload Management, Recording Clinical Information inc. Assessment Forms & Progress Notes, Booking and Outcoming Diary & Clinic Appointments* | | | |
| **The following service/role specific modules are also available, but may be trained at a different time** | | | | | | | | |
| Daily Team Planner  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 in Comments | | | | | | | | |
| **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 training team will do their best to make sure the training suits your needs but can only do this if you give us the correct information about your job role, training requirements and digital skills.

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 any reason you are unable to undertake the training, please notify the training team at [**bchc.itt@nhs.net**](mailto:bchc.itt@nhs.net) as soon as possible so the training 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 ([bchc.helpdesk@nhs.net](mailto:bchc.helpdesk@nhs.net)).

**Dragon Training:** Please be aware the Digital Skills Training team no longer support with training for Dragon Dictate software.

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

**Digital Skills:** A trainer will contact you by telephone to discuss your digital skills and arrange to assess you and offer a personalised learning plan to support your needs.

**Microsoft Training:** The training team offer standard half day courses for Microsoft applications, please state your requirements in the Comments section. We also offer access to the NHS Digital Learning Solutions online learning portal, please ask for further details.