

System Access Request Form for ICE

Please Complete in Block Capitals or on a PC

Please note all sections are mandatory and failure to complete will result in the form being returned to sender for completion.

This system holds Pathology and Radiology results information generated from QE Hospital and local GP's.

Full Name:	
GMC Number:	
Network login e.g. joe.bloggs	
Job Title:	
Location:	
Contact Number or Bleep	

What access do you require?

"X" only one box below

QE Consultant (requesting ALL tests in your own name)	
QE Junior Medic (F1's & above requesting ALL tests in your consultants name)	
QE Proxy Requestor (Request Pathology tests on behalf of a Doctor e.g. Ward Nurse requesting microbiology)	
QE Radiology Requestor (Approved Non Medical Radiology referrer + full pathology requesting)	
QE Pathology Requestor (Request only Pathology under your own name and are responsible for actioning results)	
QE Results Only (view reports and results ONLY)	
QE HaemFollow (orders future bloods for haematology clinic)	
QE Paed Proxy / Consultant/ Junior Medic – forward to Pathology IT to configure	

The below section is ONLY for New starters in Pathology or Radiology

QE Phlebotomist	
QE Local Administrator	
QE Lab User	
QE Radiology User	

User Confidentiality:

- I confirm the requirements for access to the Gateshead Health NHS Foundation Trust Web ICE System as indicated above.
- I will comply with the Data protection Act of 2018 and the General Data Protection Regulation (GDPR) 2018 and will not disclose my password to anyone or disclose any data to which I have access, inappropriately.
- I will adhere to my Code of Conduct/NHS Confidentiality Code of Practice and only access patient records for which I have a legitimate relationship.
- I understand that unauthorised access to any NHS IT system is a criminal offence under Computer misuse Act 1990 and could lead to prosecution
- I understand that access will not be granted until training has been given on the system.
- I understand that any breach of Patient confidentiality or system misuse may result in disciplinary action being taken against me.
- I understand that any issues/incidents regarding the Web Ice System will be reported immediately to the IT Help Desk on ext 2397.

If you are completing this form on the PC and emailing it to ghnt.itservicedesk@nhs.net from your personal email account you do not need to provide a signature below, otherwise print off, sign and date, then internal post to IT Service Desk.

User Signature **Date**

Line Manager Signature..... **Date.....**