

SevernSide

Integrated Urgent Care

IUC Self Employed GP Digital Set up SOP

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IUC Self Employed GP Digital Setup SOP

Objective of procedure

The objective of this SOP is to outline the process for the digital set up of self-employed GPs following onboarding.

Roles and responsibilities

Rota Team

When a self-employed GP (SEGP) contact us to work in the service they need to go through the 'onboarding' process. The onboarding process is managed by the Rota Team. Once on boarded by the GPs file has a final sign off by either a Clinical Lead or Deputy Medical Director.

Once signed off the Rota Team will add the clinician details to the 'CLEO and EMIS Action Log'. S:\Workforce - Non Employee\IT set ups\CLEO and EMIS Action Log. They will also email digital@brisdoc.org using the subject "Request for credentials set up for XXXX".

The Rota Team will set up RotaMaster access once advised by the TSC SEGP has booked induction.

Training Support Co-ordinator

The TSC will contact the SEGP and arrange a time for the clinical induction.

When booking a remote set up the TSCs are responsible for ensuring we have up to date (within a month of the booked remote set up) evidence of anti-virus and the computer system version. If the original evidence provided to the Rota Team is/will be older than one month at the time of remote set up, the TSCs will request updated evidence and send this to the Digital Team via digital@brisdoc.org for approval. If the evidence does not meet the required standard the Digital Team will explain what is needed so the TSC can advise the clinician and rebook the remote set up, if necessary.

TSCs to advise the clinicians the Digital Team will email their NHS.net email one working day before the remote set up slot.

The TSCs will confirm attendance at induction to the Rota Team so that RotaMaster access can be set up.

If for any reason a clinician never attends induction, after six months TSCs will advise the Rota Team who will remove the clinician from RotaMaster. The Digital Team's leaver process will then pick these clinicians up and make the users systems access inactive/obsolete.

Digital Team

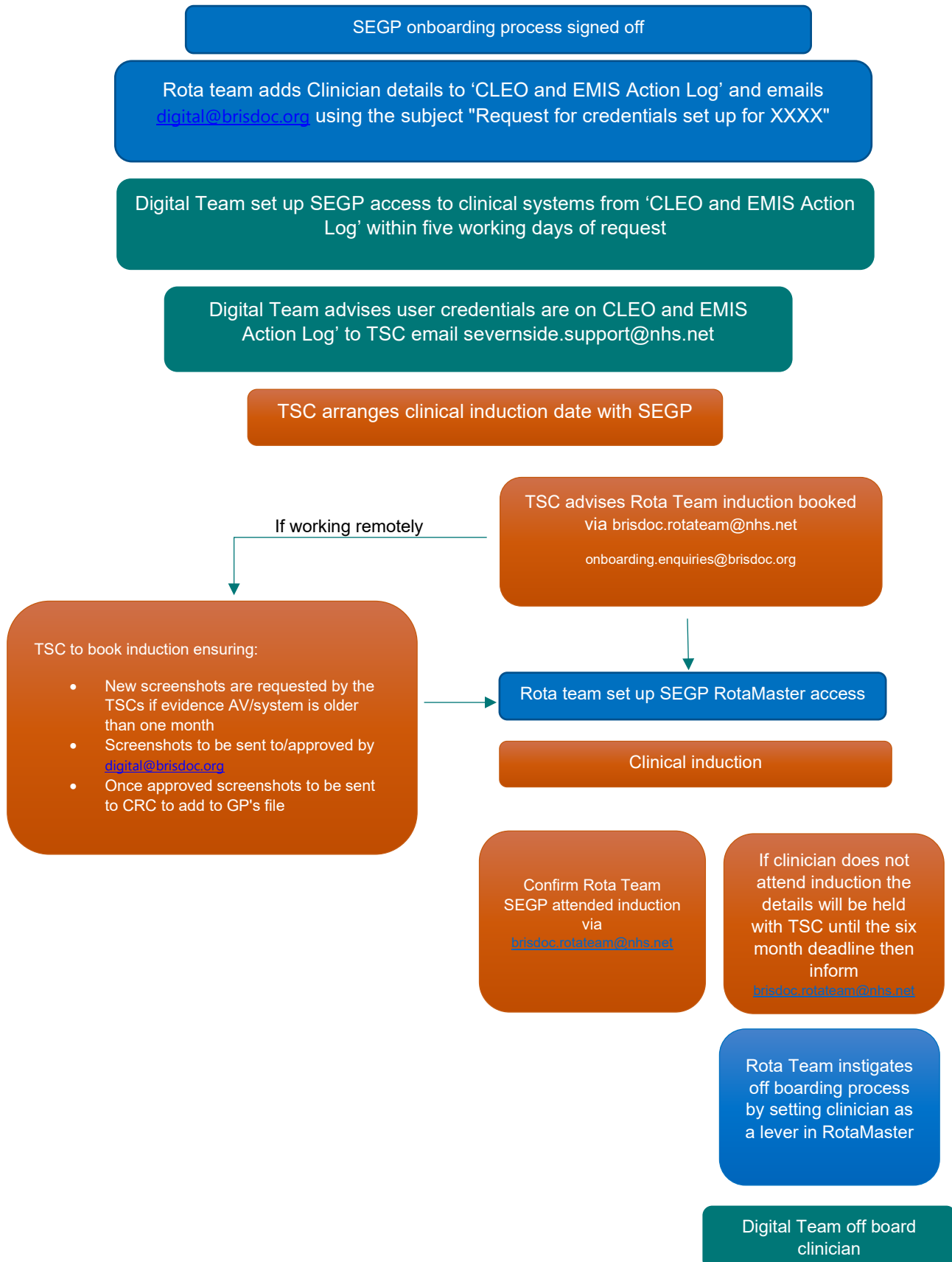
The Digital Team will monitor the 'CLEO and EMIS Action Log' daily to set up access to the relevant clinical systems. The set up will be within five working days of the clinician's details being added to the log.

Once the credentials have been set up the Digital Team will update the 'CLEO and EMIS Action Log' and email severnside.support@nhs.net to advise set up complete including the clinicians name.

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Process Flowchart



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Exceptions to the above process

There may be occasions where service needs mean there has to be a very quick turn around for digital set up of a SEGP. These situations must be escalated to the Head of IUC (or Ops Leads in their absence) to approve the request. If the request is deemed appropriate the request must be made directly by the Head of IUC (or Ops Leads) to the Digital Team.

Tables

Version	Date	Updated by	Update
0.1	31.03.2023	LG	Document created
0.2	19.04.2023	LG	Tweaks to draft
1	20.04.2023	LG	Document sign off
2	24.08.2023	LG	Full update to process and flow chart
2.1	03.01.2023	LG	Addition to flow chart for TSC to confirm to DT when remote set up booked
2.2	24.07.2025	LG	Full review, update for CLEO and update to the remote set up process