

**Standard Operating Procedure**

**Procedure for Setting Up A New User Account in Aria**

(SOP:CH002)

**1. Introduction**

1.1 The purpose of this standard operating procedure (SOP) is to describe the procedure to be followed of how to set up a new user account in the Aria system.

1.2 Training by a super user will take place in the training environment in Aria, therefore, a training account can be set up by a super user. A super user cannot set up an account in the live environment.

**2. Scope**

2.1 This SOP refers to all individuals who may wish to access the CSCCN electronic prescribing system.

**3. Responsibility**

3.1 The super user is responsible for ensuring all staff who request access to the CSCCN electronic prescribing system have been deemed competent in the use of the system following a training programme.

3.2 The super user is responsible for fully completing the "Access to Aria Request Form" in a legible manner.

3.3 The super user is responsible for ensuring the form is sent to the CSCCN electronic prescribing system manager or lead pharmacist.

3.4 The super user is responsible for keeping all completed forms for their organisation. The CSCCN electronic prescribing system manager will keep a copy of all forms for the CSCCN.

3.5 The CSCCN lead pharmacist or CSCCN system manager will be responsible for setting up the new user account.

**4. Method:**

4.1 The super user will ensure the end user is suitably trained and competent in the use of the CSCCN electronic prescribing system.

SOP:CH002	Version: 1	Issue Date: Jan 2010	Rev Date: Jan 2013
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4.1 Following this cascade training by the super user an "Access to Aria Request Form" must be completed. In some cases the end user may need access to more than one Trust, this must be clearly indicated.

4.2 The "Access to Aria Request Form" can only be signed by a super user, who has already signed the super user log held by the CSCCN.

4.3 The completed "Access to Aria Request Form" must be emailed to the CSCCN to be actioned, this email must be sent by a super user from an nhs email account, is imperative that all sections of the form are completed in full. Failure to do so may result in a delay in setting up the new user account.

4.4 The CSCCN electronic prescribing system manager or lead pharmacist will set up the new account. Under normal circumstances it will take a maximum of 5 working days for the new user account to be established.

4.5 Once the new user account has been set up the CSCCN electronic prescribing system manager or lead pharmacist will email back the super user and new user with their user identification.

4.6 The "Access to Aria Request Form" will be signed off as complete by the CSCCN and held in the central office.

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