STANDARD OPERATING PROCEDURE DOCUMENT

Title	**Logging onto Clinical Guardian System**		Doc. No.	**IT119**
Scope	**IT Department**	**Administration Department**		
Purpose	To ensure all authorised staff can log onto the Clinical Guardian system.			
GUIDELINES	**Clinical Guardian** **Clinical Guardian is a web access software system that enables auditors to complete auditing for GPs based upon the RCGP toolkit.**			

PROCEDURE			RESPONSIBILITY
1	To logon to Clinical Guardian system enter the following Internet address in the Web browser. https://secure.clinicalguardian.com/		Operational & Administration Staff
2	Once the page displays you will then be required to enter a username and password to connect to the Clinical Guardian server. Only authorised users can connected to the Clinical Guardian system. All usernames and password should have been supplied by either the IT department or Clinical department.		Operational & Administration Staff
3	The Clinical Guardian system links the user credentials with the users email address. In the instance you forget your user name and password you can click the **forgotten password** button. You will be required to enter your email address and the click the **Request Rest Link** button. You will then receive a password reset link in your mailbox.		Operational & Administration Staff

4	If you are having any difficulties logging on please contact a member of the IT department for further assistance.	Operational & Administration Staff
5	Once you have logged in, depending on your level of access you will see five tabs. These include **Home**, **Admin**, **Audit**, **Search** and **Reports**.	Operational & Administration Staff
6	The **Home** tab shows the user a dashboard of the Clinical Guardian system, including information for the activation of new clinicians, database statistics and standard audit and admissions audit scores.	Operational & Administration Staff
7.	If you hover over the **Admin** tab, you will then be presented with a list of options for managing the user accounts setup on the Clinical Guardian system and also the option to upload cases from the Adastra system.	IT Department and Administration Staff
8.	The **Audit** tab allows UC24 Auditors to manage the auditing process for UC24 GPs.	Administration Staff
9.	The **Search** tab allows the user to search on either a user account or case that has been uploaded to the Clinical Guardian system.	Administration Staff
10.	The **Reports** tab allows the user to open the reporting centre page. There is a number of reports available for users based upon the information that is uploaded and entered onto the Clinical Guardian system by Administration Staff and Auditors/	IT Department and Administration Staff
11.	If you require to change your password select the down arrow alongside your username and select **change password**. There is also a further option to edit your user account details.	Operational & Administration Staff
12.	If you require any further assistance please contact a member of the IT department or contact the Clinical Guardian support team.	IT Department and Administration Staff

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Title	SOP IT119 Logging onto the Clinical Guardian System	Doc. No.	IT119
Version	V1		
Approving Managers/Committee			
Date Ratified			
Department of Originator	Information Management and Technology		
Responsible Executive Director	Director of Finance		
Responsible Manager/Support	Head of IT		
Date Issued	10/11/2015		
Review Date	November 2016 or when there is a change in the process.		
Target Audience	All Staff		

Version	Date	Control Reason	Accountable Person for this Version

Reference documents	Electronic Locations	Locations for Hard Copies
	Urgent Care 24 Intranet / SOPs / * Clinical Operations Admin section Please delete as appropriate *	Standard Operating Procedures File in the Call Centre.

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