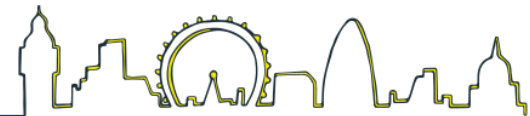
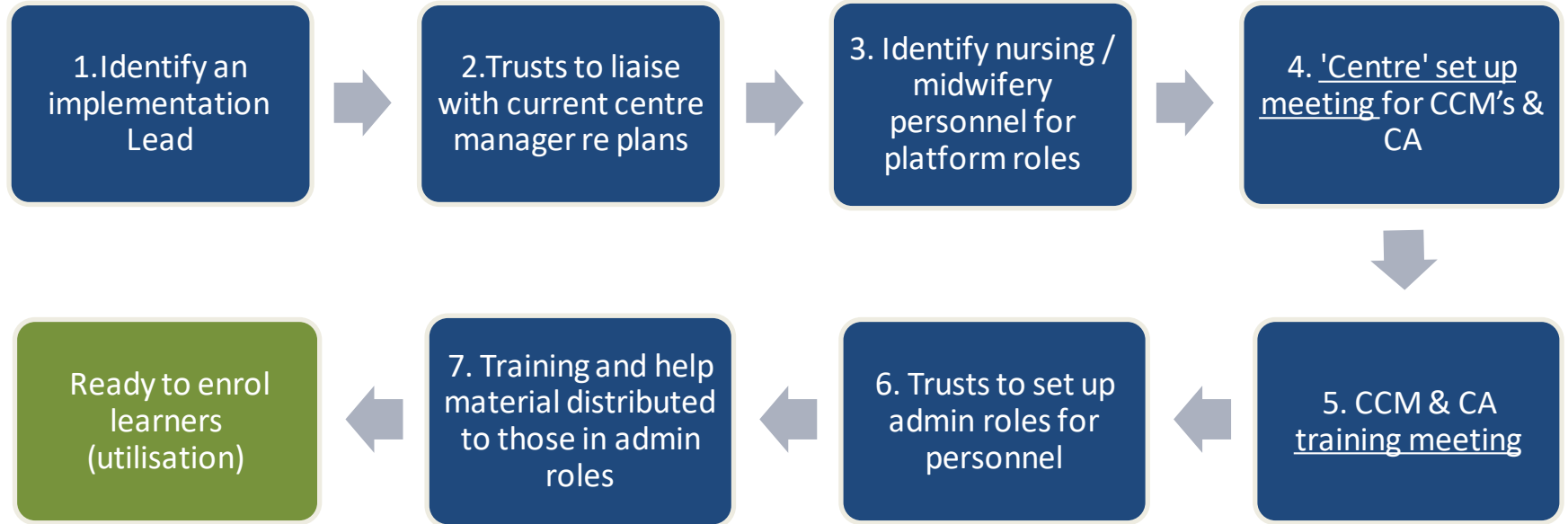




CAPITAL nurse

Digital IV Therapy Passport – Clinical Centre Manager Steps to set up centre and supervisors

Process for Preparedness for Go Live



Pre-implementation check list

Centre manager(s): registration with DLS	<i>Centres have already registered. Please contact DLS only if contact details have changed:</i> support@dls.nhs.uk		
Clinical Centre Manager(s): registration with DLS	Self-register for access to DLS, then contact your existing Centre Manager, discuss the project and ask them to approve your registration (if applicable) and promote you to Clinical Centre Manager. Use this link to find local contact details: https://www.dls.nhs.uk/v2/Home/Welcome		
Technical specification	<ul style="list-style-type: none">• Windows XP SP2 or newer Operating System• Most modern browsers such as Chrome, Edge, Firefox or other modern browser. Cookies Enabled• https://www.dls.nhs.uk added to Trusted Sites• Add email address noreply@dls.nhs.uk to whitelist		
IP address	Please send to support@dls.nhs.uk the organisational IP address.		
Centre training for clinical centre managers and admin. <i>(Estimated duration 2 hrs)</i>	<table><tr><td>Training will include:<ul style="list-style-type: none">• Initial centre set up (contacts and additional registration questions)• Bulk upload• Raising support tickets</td><td><ul style="list-style-type: none">• Approving self-registrations• Promoting and adding permissions• Managing delegates (locked out / password reset)• <i>Training guides are available:</i> https://www.dls.nhs.uk/cms/cmscontent/ivtherapy/help/DigitallVTherapyResourceLocator-ClinicalCentreManagerAdministrator.pdf</td></tr></table>	Training will include: <ul style="list-style-type: none">• Initial centre set up (contacts and additional registration questions)• Bulk upload• Raising support tickets	<ul style="list-style-type: none">• Approving self-registrations• Promoting and adding permissions• Managing delegates (locked out / password reset)• <i>Training guides are available:</i> https://www.dls.nhs.uk/cms/cmscontent/ivtherapy/help/DigitallVTherapyResourceLocator-ClinicalCentreManagerAdministrator.pdf
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(Organisation based) contacts for staff queries	<ul style="list-style-type: none">• For platform related queries, staff will refer to: this contact should be based at your organisation i.e Centre Manager(s) and/or administrator(s).		

Setting up Trusts as a DLS centre ready for use

- The platform, and those who will interact with it within the Trust, needs a set up process and staff need training.
- This can take several weeks, depending on time available within the Trust and communication plan
- Getting to go live involves:
 1. Setting up the Trust as a DLS 'centre'
 2. Setting up personnel into admin roles
 3. Go Live readiness within the Trust - communication



Summary of Steps to Registering & accessing CCM role

1. Create your delegate / user account (self registration)

2. Access the Clinical Centre Manager role – ask your Trust's non-clinical CM to promote you

3. Familiarise yourself with your access



Summary of Steps to your Trust's DLS Centre Set up

1. Locate 'Centre Set up' support resources

2. Adjust 'Centre notifications' to CCM

3. Set up 'Centre information' for support for internal users and the DLS website

4. Set 'Registration prompts' for new users in your centre



What registration prompts to set?

- **Group**; nursing/ midwifery/ pre-reg student nurse/ pre-reg student midwife, Other
- **Programme of study / course**; Digital Skills, IV Therapy Passport / Step 1 National Competency Framework for Critical Care/ Adult Critical care IV Therapy Passport
- **Division / directorate / service**
- **Department / team**
- **Work address**

N.B. Each centre has a maximum of 6 additional registration prompts that they can use. Some of these prompts may already be in use by the digital skills team at your organisation, you will need to discuss the proposed prompts with the existing centre manager.



Summary of Steps to set up 'supervisory' roles; educator / managers and assessors

1. Locate 'Create accounts for others' support resources

<https://www.dls.nhs.uk/cms/cmscontent/ivtherapy/help/DigitalIVTherapyResourceLocator-ClinicalCentreManagerAdministrator.pdf>

2. Choose your approach to creating accounts for 'supervisors' and initiate registrations for educator /managers in your Trust; bulk register (upload) or self registration

3. Once account passwords are set, promote to educator / manager role (supervisor on the tracking system)

4. Repeat step 2 and 3 for those staff to be assessors (nominated supervisor on the tracking system) in your Trust



Summary of Steps to register learners & enrol them on the IV Therapy Passport

1. Locate 'Creating accounts for others' support resources



2a. Encourage Learner's to self register for an account on the DLS platform, or



2b. Register for them, and notify to set a password



3. Once registered, enrol the learner to the IV Therapy Passport



4. Complete records of step 1 and 2, and pre-requisites, then choose optional proficiencies with the learner





<https://hee.nhs.uk/our-work/capitalnurse>



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