



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System User Manual

Overview of User Roles and Permissions

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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Document History

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User Roles

Introduction

The ICU DCS System supports a range of ICU units (e.g. adult, paediatric, neonatal) and these user roles – system administrator, local administrator, data entry, read only, read only no PII, reports and signoff. Each user role has associated permissions and levels of access to the system. It also impacts on what data they are able to view.

All roles allow users to view data entered locally on the system as a line list or denominator line list.

Public Health England system administrators have patient level access for cases entered by all organisations. They can manage local administrator account requests and their accounts, edit/delete user details for local administrators and generate reports (i.e. denominator, line listings).

Local administrators have patient level access for cases entered by their organisation. They can enter a case for the organisation they are registered for, search for a case within the organisation they are registered for, edit/delete a case within the organisation they are registered for, manage user account requests within their organisation, edit/delete user details for users within their organisation and generate reports (i.e. denominator, line listings) for their organisation.

Data entry users have patient level access for cases entered by their organisation. They can enter a case for the organisation they are registered for, search for a case within the organisation they are registered for, edit/delete a case within the organisation they are registered for and generate reports (i.e. denominator, line listings) for their organisation. Organisations and user types or roles ([Tables 1 and 2](#)), each of which have associated permissions and levels of access to the system. Within each organisation it is possible for the same user to have a range of different roles and for different users to have different roles. A user's organisation type, its place in the hierarchy and the user's role affect whether the user is able to enter or sign off data. It also impacts on what data they are able to view.

All roles allow users to view data entered on the system at a summary level via a range of reports. For example, all users are able to view a count or rate of reported ICU Blood Stream Infections by NHS Trust.

Access to patient level data, with or without PII, is restricted based on the organisational hierarchy ([Table 1](#)). National users have access to patient level data for all cases entered on the system. Sub-national users have patient level access for cases mapped to their organisation in one of several ways. Organisation units only have patient level access to

records entered by themselves. This is summarised in [Table 1](#). Specific permissions associated with each of the roles are shown in [Table 2](#).

Table 1

Summary of organisation types and role and data presentation in reports

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
Public Health England (National)	National	<ul style="list-style-type: none"> System Administrator 	All	Reporting Route	All cases, no mapping applied
Public Health England Region	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
Public Health England Centre's	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the centre, and cases attributed to CCGs mapped to the centre	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
Local Authority	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases mapped to the Local authority based on the resident pathway algorithm	Resident Pathway	Resident pathway
Directors of Public Health (DPH)	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases mapped to the DPH via the CCG algorithm	Commissioning Route	Commissioning route
NHS England Area Teams	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the Area Team, and cases attributed to CCGs mapped to the Area Team	Commissioning Route	Reporting and commissioning routes
NHS England	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All	Commissioning Route	All cases, no mapping applied
NHS England Region	Sub National Group	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases reported by Trusts mapped to the region, and cases attributed to CCGs mapped to the region	Commissioning Route	Reporting and commissioning routes
Clinical Commissioning Group	Organisation Unit	<ul style="list-style-type: none"> Local Administrator Read Only* 	Cases attributed to the CCG	Commissioning Route	Commissioning route

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
Department of Health	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
NHS Trusts	Organisation Unit	<ul style="list-style-type: none"> Local Administrator Read Only* Data Entry Sign Off Authority 	Cases entered by the NHS Trust	Reporting Route	Cases entered by the Trust
Care Quality Commission	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
PHE Field Epidemiology	National	<ul style="list-style-type: none"> Local Administrator Read Only* 	All	Reporting Route	All cases, no mapping applied

*Allows read only permission to view data at patient level, either with or without PII access, depending on requirements

** TBC this is the usual pathway by which cases are mapped to this organisation type. This is how the data is presented on all reports, except the line listing where other mappings are applied

Table 2

Overview of user roles and permissions

Menu or Report Name	Sub Menu or Report Name	Role					
		Local Administrator	Data Entry	Shared User	Read Only (No PII)	Sign-Off	Read Only (PII)
Summary Dashboard	Summary Graph	View	View		View	View	View
	Trends Graph	View	View		View	View	View
	Data Collection Completeness	View	View		View	View	View
	Data Collection Completeness (Shared Cases)	View	View	View			
	Sign-Off History					View	
Benchmarking Dashboard	Benchmarking	View	View	View	View	View	View
Data Quality Dashboard	Data Collection Field Completeness by Organisation	View	View	View	View	View	View
Case Capture	Enter a Case		Add				
Sign-Off Cases	Sign-Off Episodes					Edit	
Search	Search Infection Episodes	View	Edit/Delete	View	View	View	View
User Administration	Manage Account Requests	Edit					
	Manage User Accounts	Edit					
	View/Edit User Details	Edit					
	User Login Audit	View					
Reports	Counts or Rates of Infection Episodes	View	View	View	View	View	View
	Sign Off	View	View	View	View	View	View
	Line Listings		View	View	View	View	View
	Number Of Logins	View					
	Find Duplicates		View				
	Quarterly reports	View	View	View	View	View	View
	Standard Reports	View	View	View	View	View	View