**AGREEMENT FORM - Sponsor and RA Agent ID Checker**

**Information for Sponsors**

A Sponsor is appointed and entrusted to act on Behalf of their organisation to Identify staff requiring a smartcard and to determine the appropriate level of access for them.

They should:

* Be familiar with the different types of Access Control Positions they are approving and understand the implications of assigning this access.
* Work with RA Agents to maintain access to NHS CRS compliant applications within their area of responsibility that is consistent with the ‘NHS Confidentiality Code of Practice’. This includes Access Control Position assignment and removal, and the revocation of NHS Smartcards and NHS Smartcard certificates.
* Ensure your (Sponsor) contact details including email address and telephone numbers are recorded in Care Identity Services. (CIS).
* Complete the mandatory IG training.
* Complete any local training required.
* Inform the RA Team if a user in their organisation is leaving or no longer requires the access they have been assigned so that this access can be revoked or indeed remove this access themselves using CIS.
* Inform the RA Team if there is are any changes to a User’s personal details (i.e. name change).

A sponsor will also have the ability to renew expiring smartcards and unlock blocked smartcards for Users in a face-to-face situation. Smartcard Administrators will also be granted these rights (with approval of the sponsor).

**Information for RA Agent ID Checkers**

An RA Agent is appointed and entrusted to act on Behalf of their organisation to confirm the identity of users that require access to NHS Spine applications. They will do this in line with the NHS Employers ID Check verifications and in line with the national and local procedures.

They should:

* Perform ID checks in accordance with the NHS Employers ID check verification guidance.
* Refer to the RA Manager if they have any queries they are unable to resolve.
* Ensure your contact details including email address and telephone numbers are recorded in the Care Identity Services (CIS).
* Complete any mandatory IG training.
* Complete any local training required.
* Work with the sponsor to make sure the correct access is assigned.
* Complete the relevant forms as per training or use CIS where forms are no longer used.

An RA Agent will also have the ability to renew expired smartcards and unlock blocked smartcards for Users in a face-to-face situation.

**Terms and Conditions for Sponsors/RA Agents**

(This is additional to the National Terms and Conditions of Smartcard use)

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| I agree to undertake any training provided by the SCW CSU RA Team in order to act as a sponsor and an RA Agent within my organisation. |
| I confirm that I have read and understood the information within this agreement and to uphold the following codes of Practice:   1. SCWCSUs Registration Authority Policy and Procedures. 2. The Data Protection Act 1998 3. NHS Care Record Guarantee |
| I understand that this agreement is entirely voluntary and I will not receive any financial reimbursement. |
| I understand that I am accountable to my employer and the SCWCSU RA Manager(s). |

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| Name: |  |
| Smartcard Number: |  |
| Organisation Name: |  |
| Organisation ODS Code: |  |
| Email Address: |  |
| Telephone Number: |  |
| Signature: |  |
| Date: |  |

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| Form | SCW CSU IT Services: Registration Authority Form  Agreement Form - Combined Sponsor and RAA ID Checker |
| Version | 2.0 |
| Author | Michelle Wheatfill |
| Date | 04/01/2017 |

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