

## OBTAINING LOGINS

All students are entitled to have an NHSGGC network login for their practice placement and can be issued user accounts for the clinical systems *necessary to complete their role*. Any requests should be done as much in advance as possible, but specifying the dates of the placement.

- Where a service requires user accounts to be setup for a large number of students, please contact [User.Provisioning@ggc.scot.nhs.uk](mailto:User.Provisioning@ggc.scot.nhs.uk). This may have been done by the HEI prior to students commencing placements.
- Students may have a login from a previous placement so they should use this login, but it is likely they will need to contact IT Servicedesk (0345 612 5000) for credentials to be reset.
- If accounts are required for additional applications once a student has a network login they should then be guided by the PE to use an NHSGGC device to access their [My Account](#) to request accounts for the required clinical systems.
- If a single brand new login is required, the Practice Educator (PE) applies for this on the student's behalf using [My Account](#) and choosing "Create new accounts for a New Employee". The PE can be named as the "Manager" to approve the application. If the student's name is recognised as possibly already having a login, you will be alerted and advised to check if that login can be used. Access to the required clinical systems should be requested by the PE using their [My Account](#) at the same time as application for the network login.

More information about setting-up and supporting new-users is found at:

<http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/eHealth/eHT/Pages/NewUsers.aspx>

## WHICH DEVICE?

**STUDENTS SHOULD NOT BE GRANTED PERMISSION TO ACCESS CLINICAL SYSTEMS ON THEIR OWN DEVICES, SO PLEASE DO NOT REQUEST ANY TYPE OF REMOTE ACCESS FOR STUDENTS FOR CLINICAL SYSTEMS.**

eHEALTH WILL NOT PROVIDE LAPTOPS OR SIMILAR FOR STUDENTS TO WORK REMOTELY. HOWEVER IF A DEPARTMENT WISHES TO UTILISE ANY SPARE DEVICES THEY HAVE, REMOTE ACCESS MAY BE CONSIDERED ON A CASE-BY-CASE BASIS.

OTHERWISE, ANY ACCESS THAT REQUIRES A STUDENT TO RECORD ON A CLINICAL SYSTEM SHOULD BE DONE ON AN NHSGGC DEVICE IN A BOARD/HSCP PREMISE.

Nevertheless, to support social distancing and risk management at work students can work remotely in a number of other situations and remote tools such as Microsoft Teams and NHS Near Me can be used to support this.

## MICROSOFT TEAMS

Many will be familiar with some functions but it's worth watching the [Welcome to Microsoft Teams intro video](#), reading the [Quick Start Guide](#), the [Guidance on Information Governance](#) and accessing the [GGC-Office 365 Knowledge Centre](#) or [Microsoft Teams video training](#)

## SETTING UP YOUR STUDENT ON TEAMS

- Decide whether you want to [create a new Team](#) to use with your student(s). This will be required if you don't have a Team you readily use or if you don't think it's appropriate for them to join one of your current Teams.
- Once you have chosen or created a suitable team, you (or the Team owner) [add them to the Team as a guest](#) with the student's personal email address. Remember to add any colleagues who may be involved in student supervision or education
- The student [downloads the Microsoft Teams app](#) to their own device and logs in with their Microsoft 365 account (either current or newly created)
- It would be wise to [create a channel](#) where you can connect with the students especially if they have joined an existing Team.

## CONNECTING WITH YOUR STUDENT

For general catch-ups with your student when either or both of you are out of the office, then use one of the [call or video-call methods](#). Please note that the calendar function within Teams is not yet available to many users but will be in due course. More detail on using these can be found in the different sections of the [Microsoft Teams video training](#). A quick message can be sent by using [chat](#). HEI placement contacts could also be added to a call if required.

## DISCUSSING CLINICAL CASES AND NOTES

Whilst a student can't access clinical systems from their own device, a great use of Teams is for the PE to [share their screen](#) with the student during a video call and choose to share the view of one of the clinical systems such as Clinical Portal. In this way the PE and student can both view notes together, discuss the case and even review what the student may have recorded in a system at an earlier time. It could be also used to view and discuss images on PACS for example or if the PE was to [give control of the screen](#) to the student, the student could learn to navigate the system. Please make sure the student is aware that they need to be in a private location to be doing this.

## WORKING ON A DOCUMENT TOGETHER

There may be times where you both need access to a document either at the same time or at different time. Examples may include placement evaluation documents, presentations, or practising the use of an outcome measure. Either [share the file in the channel or the chat](#) and [each of you can then work on it](#).

## SHARING LEARNING RESOURCES

Share any relevant resources to your student(s) in a [channel post or chat](#). These could include websites, Youtube videos or documents.

## NEAR ME

Many useful resources about Near Me can be found at <http://www.knowledge.scot.nhs.uk/ahppe/attend-anywhere.aspx>

If the PE is carrying out a Near Me consultation with a patient, the student could also [attend this consultation as an additional participant](#) and either observe or conduct the consultation with the PE observing.