Overview of user roles and permissions
User Guide

ICU Data Capture System

Contents

Document History

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23/03/2018	Public Health England	1.0	-
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User Roles

Introduction

The Intensive Care Unit (ICU) DCS supports a range of ICUs (NHS, Independent Sector, adult, paediatric, neonatal) and multiple user roles – System Administrator, ICU Local Administrator, ICU Data Entry, ICU Read, ICU Read Only no PII, ICU Reports and ICU Sign-off. 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.

United Kingdom Health Security Agency (UKHSA) system administrators have patient level access for cases entered by all organisations. They can manage ICU Local Administrator account requests and their accounts, edit/delete user details for ICU Local Administrators and generate reports (e.g. denominators, line listings).

ICU 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 (denominators, line listings, counts or rates, device utilisation, duplicate, account request and user account) for their organisation.

ICU 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 (denominators, line listings, counts or rates, device utilisation and duplicate) for their organisation.

Organisations and user types or roles, each of which have associated permissions and levels of access to the system are presented below (Tables 1 and 2). 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/aggregate level via a range of reports. For example, all users are able to view an aggregate count or rate of reported ICU Blood Stream Infections by ICU.

Access to patient level data, with or without PII, is also 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 roles 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
UKHSA (National)	National	• System Administrator	All	Reporting Route	All cases, no mapping applied
UKHSA Region	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases reported by ICUs mapped to the region, and cases attributed to CCGs mapped to the region	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
UKHSA Centres	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases reported by ICUs mapped to the centre, and cases attributed to CCGs mapped to the centre	Reporting Route	Reporting and commissioning routes. Resident pathway mapping

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
Local Authority	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases mapped to the Local authority based on the resident pathway algorithm	Resident Pathway	Resident pathway
Directors of Public Health (DPH)	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases mapped to the DPH via the CCG algorithm	Commissioning Route	Commissioning route
NHS England Local Offices	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases reported by ICUs mapped to the Area Team, and cases attributed to CCGs mapped to the Area Team	Commissioning Route	Reporting and commissioning routes
NHS England	National	• ICU Local Administrator • ICU Read Only* • ICU Reports	All	Commissioning Route	All cases, no mapping applied
NHS England Region	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases reported by ICUs mapped to the region, and cases attributed to CCGs mapped to the region	Commissioning Route	Reporting and commissioning routes

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
Clinical Commissioning Group	Organisation Unit	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases attributed to the CCG	Commissioning Route	Commissioning route
Department of Health	National	• ICU Local Administrator • ICU Read Only no PII • ICU Reports	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
NHS Trusts	Sub National Group	• ICU Local Administrator • ICU Read Only* • ICU Reports	Cases reported by ICUs mapped to the centre, and cases attributed to CCGs mapped to the centre	Reporting Route	Reporting and commissioning routes. Resident pathway mapping
Intensive Care Units	Organisation Unit	• ICU Local Administrator • ICU Read Only* • ICU Reports ICU Data Entry • ICU Sign Off Authority	Cases entered by the ICU	Reporting Route	Cases entered by the ICU
Care Quality Commission	National	• ICU Local Administrator • ICU Read Only no PII • ICU Reports	All (no PII access for any user)	Reporting Route	All cases, no mapping applied
UKHSA Field Epidemiology	National	• ICU Local Administrator • ICU Read Only*	All	Reporting Route	All cases, no mapping applied

Organisation Type	Hierarchy	Roles Supported	Access to patient level data (with or without PII)	Default Pathway **	Data visible on line listings
		• ICU Reports			

*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					
		ICU Local Administrator	ICU Data Entry	ICU Read Only (PII)	ICU Read Only (No PII)	ICU Reports Only	ICU Sign-Off
ICU Summary Dashboard	Summary Graph	View	View	View	View	View	View
	Trends Graph	View	View	View	View	View	View
	Data Collection Completeness	View	View	View	View	-	View
	Sign-Off History	-	-	-	-	-	View
Benchmarking Dashboard	Benchmarking	View	View	View	View	View	View
Case Capture	View/Add/Edit	Add/Edit	Add/Edit	View	View (pseudonymised)	-	View
Sign-Off Cases	Sign-Off Episodes	-	-	-	-	-	Edit
Search	Search Infection Episodes	Edit/Delete	Edit/Delete	View	View	View	View
User Administration	Manage Account Requests	Edit	-	-	-	-	-
	Manage User Accounts	Edit	-	-	-	-	-
	View/Edit User Details	Edit	Edit	Edit	Edit	Edit	Edit

Menu or Report Name	Sub Menu or Report Name	Role					
		ICU Local Administrator	ICU Data Entry	ICU Read Only (PII)	ICU Read Only (No PII)	ICU Reports Only	ICU Sign-Off
	Change Password	Edit	Edit	Edit	Edit	Edit	Edit
	User Login Audit	View	-	-	-	-	-
	Account Request Report	View	-	-	-	-	-
Reports	User Account Report	View	-	-	-	-	-
	Line Listings	View	View	View	View (pseudonymised only)	-	View
	ICU Counts or Rates of Infection Episodes	View	View	View	View	View	View
	ICU Duplicates Report	View	View	View	View (pseudonymised only)	-	View
	ICU Denominator Report	View	View	View	View	View	View
	ICU Device Utilisation	View	View	View	View	View	View

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