

## User manual

1 Brief:.....	1
2 Logging in / Registration Process .....	2
2.1 Registering as a clinician user .....	2
2.2 Registering as a department user .....	3
2.3 Registering as an Admin/Health Board/Hospital user .....	5
3 Self-Reporting .....	6
4 Statistics .....	7
4.1 Clinician user filters.....	7
4.2 Department user filters.....	7
4.3 Hospital user filters .....	7
4.4 Health board user filters .....	7
5 Manage page.....	8
5.1 Admin user manage page .....	8
5.2 Hospital user manage page.....	8
5.3 Department user manage page .....	8
6 Account settings.....	9
6.1 Updating your e-mail .....	9
6.2 Updating your password.....	10
6.3 Setting up Two-factor authentication.....	11

### 1 Brief:

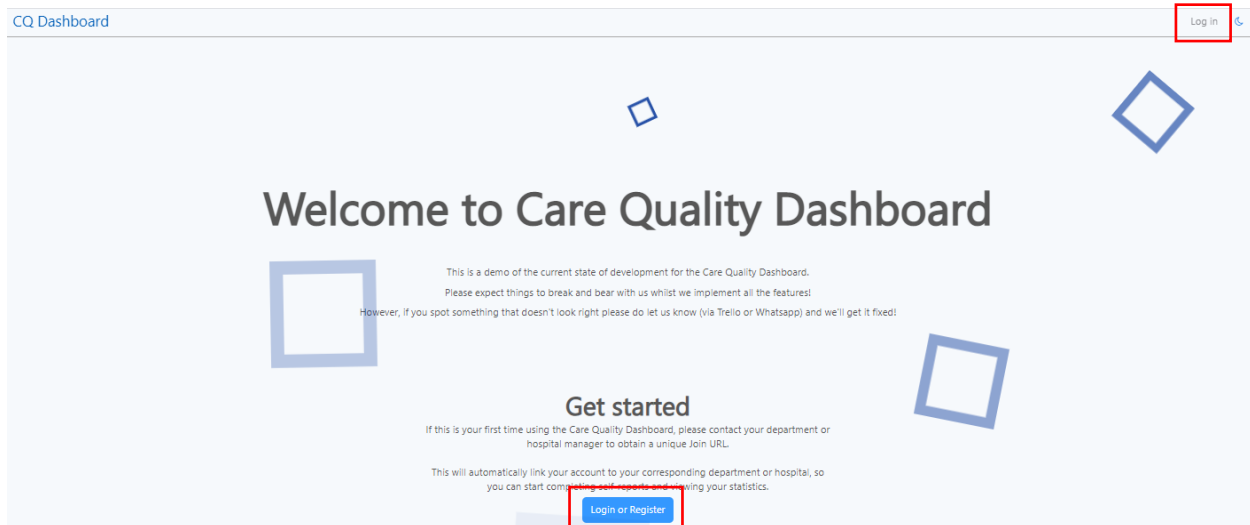
[intro]

Here is the usual manual, navigate

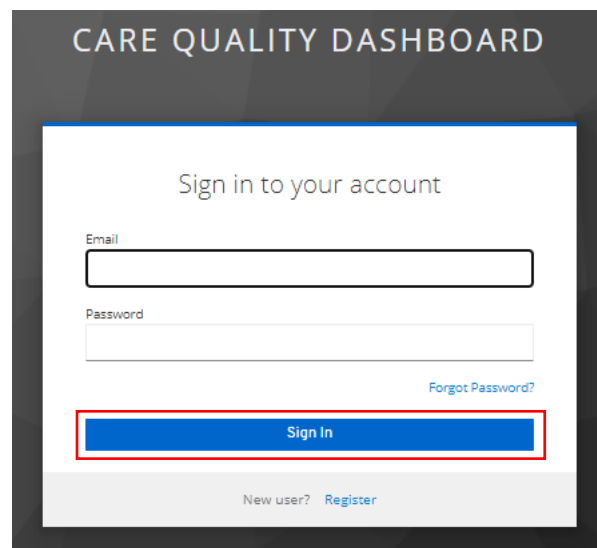
If you are a clinician the sections relevant to you are 2.3, 3 (common area) and 1, 4...

## 2 Logging in / Registration Process

For all users to login in you will need to navigate to our platform, you can do this by following this link: <https://nhsw.sjain.dev/>. Once on the platform you can click either the “Log in” or “Login or Register” button to begin:

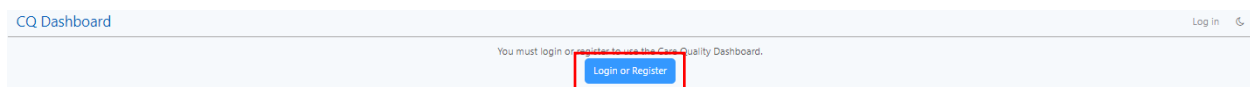


This will take you to the login page where if you want to login you can just enter you email and password and then press the sign in button:

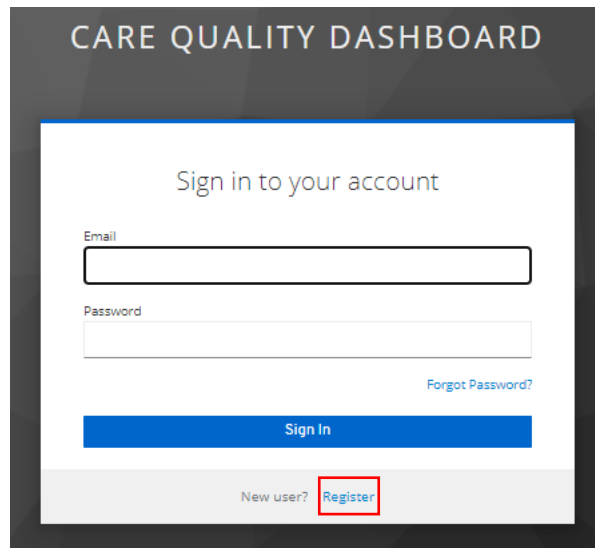


### 2.1 Registering as a clinician user

If you are a clinician registering onto the platform you should have a unique link provided for you to register and join your department, for example: “<https://nhsw.sjain.dev/join/clinician/bbb-bbb-bbb>”. You can paste your link into your chosen browser, press enter, and this should take you to this page where you need to click the “Login or Register” button:



This should bring you to this page, where you need click the “Register” text:



CARE QUALITY DASHBOARD

Sign in to your account

Email

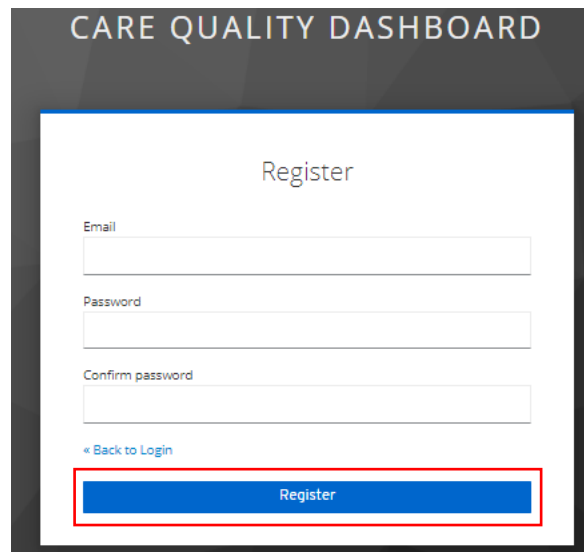
Password

[Forgot Password?](#)

Sign In

New user? [Register](#)

You can then fill in your username and chosen password and press the “Register” button once you are ready:



CARE QUALITY DASHBOARD

Register

Email

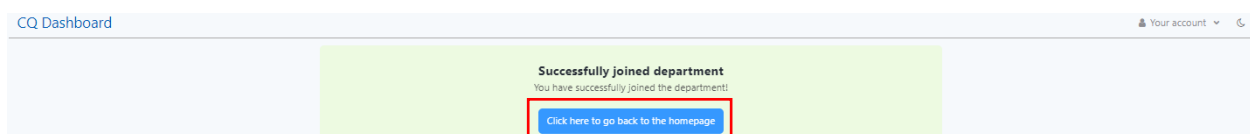
Password

Confirm password

[Back to Login](#)

Register

Then you should be redirected to this page informing you that you have successfully joined your department. Now you can click the “Click here to go back to the homepage” button and start using the platform:



CQ Dashboard

Your account

Successfully joined department

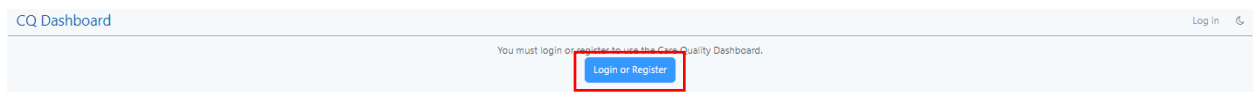
You have successfully joined the department!

[Click here to go back to the homepage](#)

## 2.2 Registering as a department user

If you are a department manager registering onto the platform you should have a unique link provided for you to register and become a manager in your department, for example

“[https://nhsw.sjain.dev/join/department\\_manager/aaa-aaa-aaa](https://nhsw.sjain.dev/join/department_manager/aaa-aaa-aaa)”. You can paste your link into your chosen browser, press enter, and this should take you to this page where you need to click the “Login or Register” button:



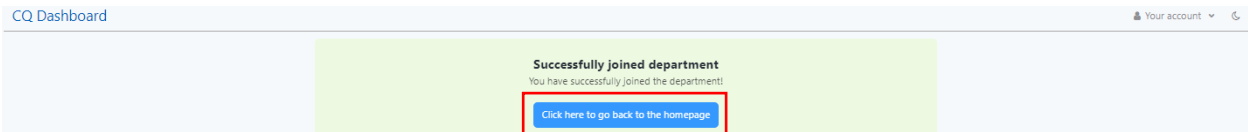
This should bring you to this page, where you need click the “Register” text:

A screenshot of the 'CARE QUALITY DASHBOARD' sign-in page. The title 'Sign in to your account' is centered. Below it are two input fields: 'Email' and 'Password'. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a large blue button labeled 'Sign In'. At the bottom of the form, there is the text 'New user?' followed by a blue button labeled 'Register', which is highlighted with a red rectangular box.

You can then fill in your username and chosen password and press the “Register” button once you are ready:

A screenshot of the 'CARE QUALITY DASHBOARD' registration page. The title 'Register' is centered. Below it are three input fields: 'Email', 'Password', and 'Confirm password'. At the bottom left of the form is a link that says '« Back to Login'. At the bottom center is a large blue button labeled 'Register', which is highlighted with a red rectangular box.

Then you should be redirected to this page informing you that you have successfully joined your department. Now you can click the “Click here to go back to the homepage” button and start using the platform:



## 2.3 Registering as an Admin/Health Board/Hospital user

If you are one of these users you need to contact your system administrator with your email, what user you are and the name of your Hospital/Health Board if you are that type of user. They will then provide you with a login, which you can use to login by following the steps in section “2 Logging in / Registration Process”. You should also change your password as you will be given a default password, you can do this by following the steps in section “6.3 Setting up Two-factor authentication”.

### 3 Self-Reporting

The Self Reporting Page is for clinicians or department managers. It allows you

CQ Dashboard

statisticsself-reporting

👤 Your account

⚙️

Is this submission as part of a mentoring session?

☐ No

To what extent do you agree with the following statements regarding your recent experience?

1. I am confident/reassured that I have screened for serious pathology to an appropriate level in this case.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

2. I have supported the patient with a shared decision making process to enable us to agree a management approach that is informed by what matters to them.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

3. I have optimised the opportunity in our interaction today to discuss relevant activities and behaviours that support wellbeing and a healthy lifestyle for this patient.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

4. My reflection/discussion about this interaction has supported my development through consolidation or a unique experience I can learn from.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

5. I have applied knowledge of best evidence to the context of this patient's presentation to present appropriate treatment options to the patient.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

6. I have established progress markers to help me and the patient monitor and evaluate the success of the treatment plan.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

7. I have listened and responded with empathy to the patient's concerns.

Strongly Disagree (1)

Disagree (2)

Neutral (3)

Agree (4)

Strongly Agree (5)

8. Provide 3 words that describe enablers/facilitators to providing high quality effective care in this interaction.  
(response is not required, you may provide none or up to 3 words that you feel are suitable)

9. Provide 3 words that describe barriers/challenges to providing high quality effective care in this interaction.  
(response is not required, you may provide none or up to 3 words that you feel are suitable)

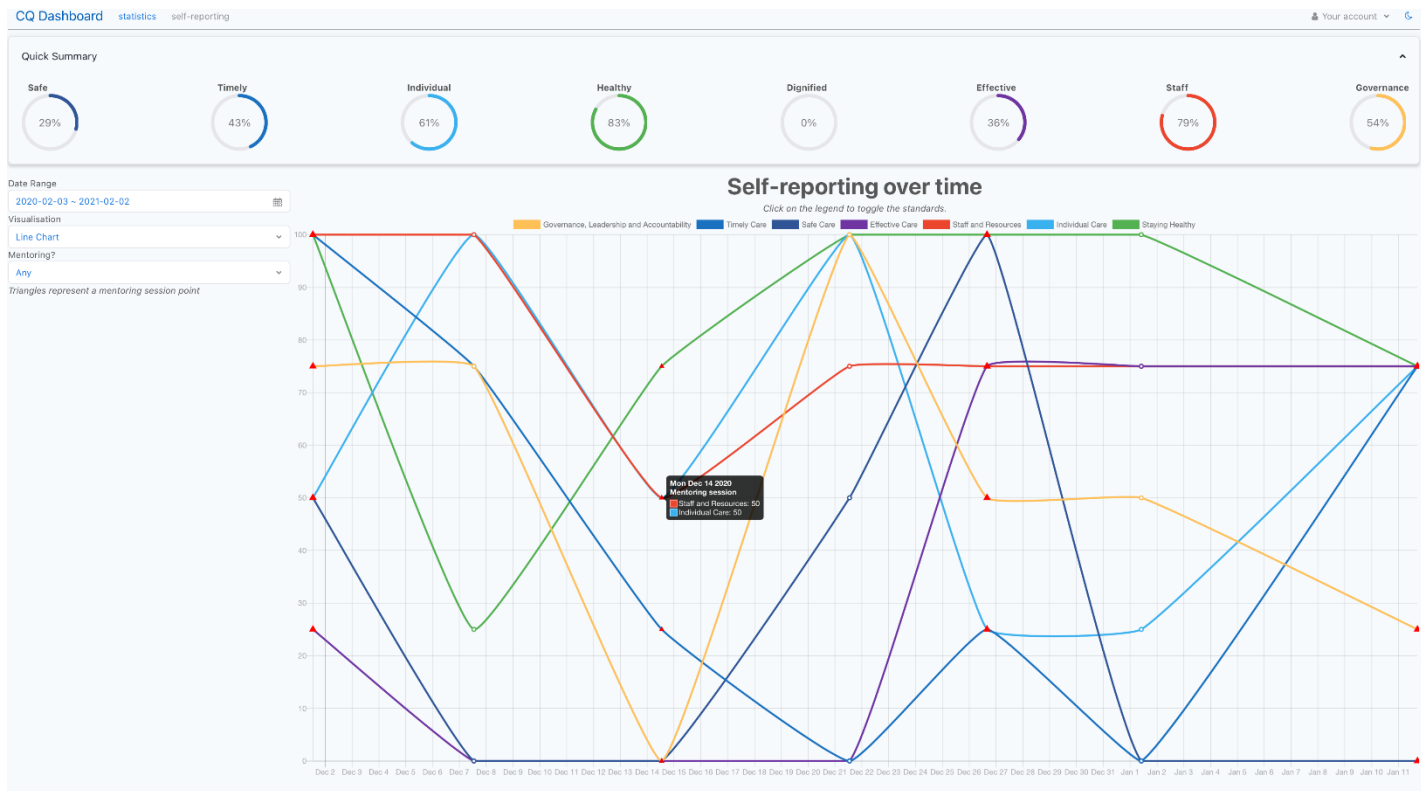
Submit

👤

## 4 Statistics

### Common section

The statistics page allows you to visualise in a clear manner the data you have entered in the self-reporting form. It is composed of filters, a line chart / word cloud



#### 4.1 Clinician user filters

You can visualise your own data

#### 4.2 Department user filters

#### 4.3 Hospital user filters

#### 4.4 Health board user filters

5 Manage page

CQ Dashboard

statisticsself-reportingmanage

Manage

Manage

Manage the URLs of each question

Please send this unique URL to division so they can join your histology department: https://flow.dan.com/richtecac00-REV-V32

Copy to clipboardGenerate URL

Question body	Standard	Training URL	Actions
I am confident/assured that I have screened for anti-viral pathology to an appropriate level in this case	Safe Care	https://flow.dan.com/richtecac00-REV-V32/standard/7-1safe-care-resources	<div>✓</div> <div>Edit to Design</div>
I have supported the patient with a shared decision making process to enable us to agree a management approach that is informed by what matters to them	Individual Care	https://flow.dan.com/richtecac00-REV-V32/standard/7-2individual-care	<div>✓</div> <div>Edit to Design</div>
I have optimised the opportunity in our interaction today to discuss relevant activities and behaviours that support wellbeing and a healthy lifestyle to the patient	Being Healthy	https://flow.dan.com/richtecac00-REV-V32/standard/7-3being-healthy	<div>✓</div> <div>Edit to Design</div>
My reflections/consider about the interaction has supported my development through consultation or a unique experience I can learn from	Self and Resources	https://flow.dan.com/richtecac00-REV-V32/standard/7-4self-and-resources	<div>✓</div> <div>Edit to Design</div>
I have applied knowledge of best evidence to the context of the patient's presentation to present appropriate treatment options to the patient	Effective Care	https://flow.dan.com/richtecac00-REV-V32/standard/7-5effective-care	<div>✓</div> <div>Edit to Design</div>
I have identified progress markers to help me and the patient monitor and evaluate the success of the treatment plan	Timely Care	https://flow.dan.com/richtecac00-REV-V32/standard/7-6timely-care	<div>✓</div> <div>Edit to Design</div>
I have listened and responded appropriately to the patient's concerns	Dignified Care	https://flow.dan.com/richtecac00-REV-V32/standard/7-7dignified-care	<div>✓</div> <div>Edit to Design</div>

5.1 Admin user manage page

5.2 Hospital user manage page

5.3 Department user manage page

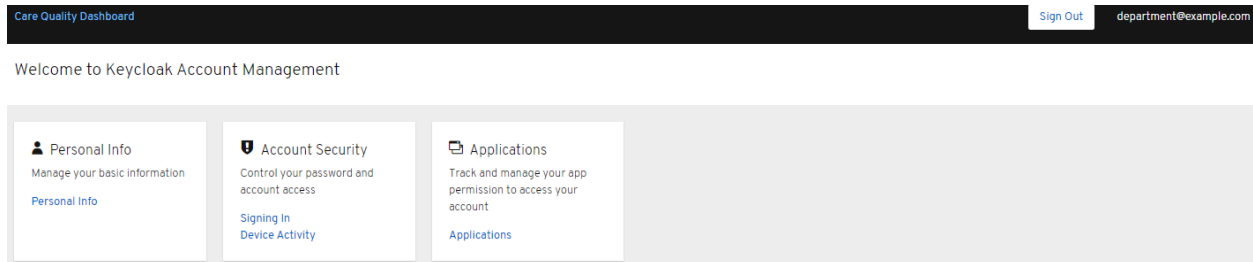


## 6 Account settings

To navigate to your account settings you can use the “Your account” dropdown and then click on the “Account settings”:

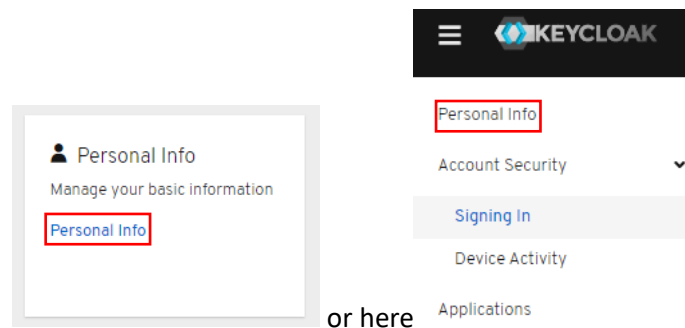


This should bring you to this keycloak page where you can manage your account:

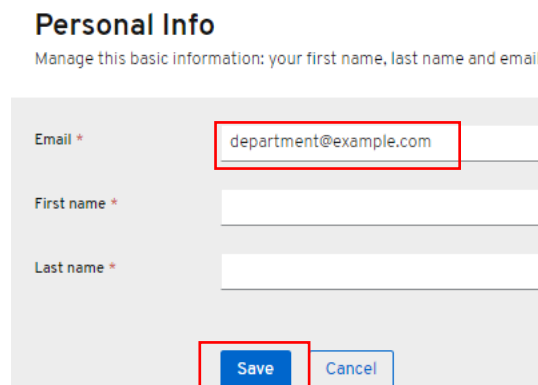


### 6.1 Updating your e-mail

Once in account settings, to update your accounts e-mail address you can click on the “Personal info” option:

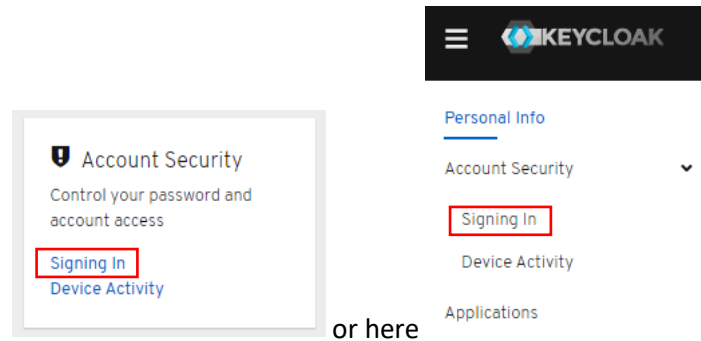


Once you navigate here you can input a new e-mail/change the current in the respective input field and click the save button to confirm you changes:

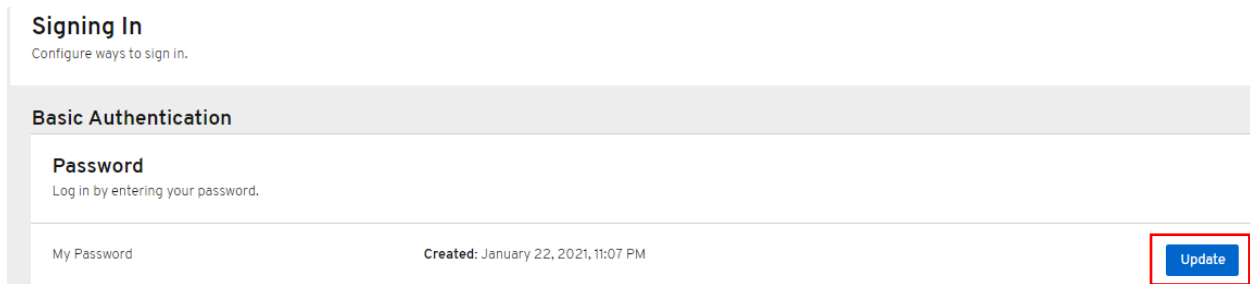
A screenshot of the 'Personal Info' form in Keycloak. The form title is 'Personal Info' with the subtitle 'Manage this basic information: your first name, last name and email'. There are three input fields: 'Email \*' (containing 'department@example.com' and highlighted with a red rectangle), 'First name \*', and 'Last name \*'. At the bottom, there are two buttons: 'Save' (highlighted with a red rectangle) and 'Cancel'.

## 6.2 Updating your password

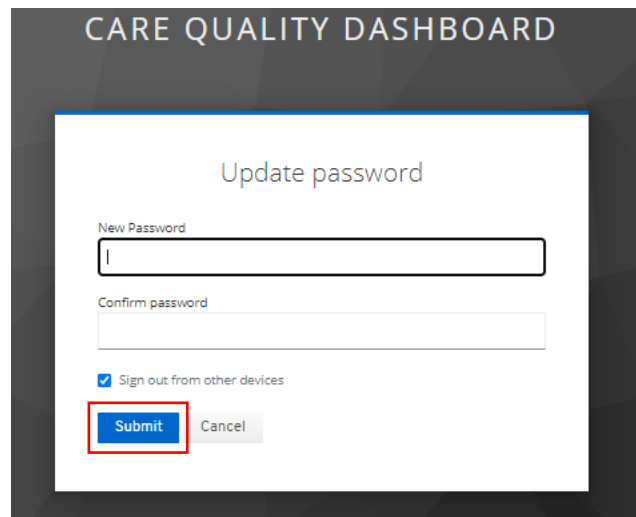
Once in account settings, to update your accounts password you can click on the “Signing in” option:



Once you navigate here to update your password you can click the update button:

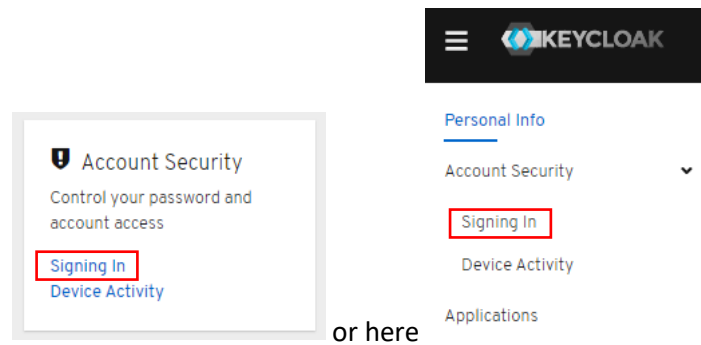


Then you can enter a new password and press submit to update your password successfully:

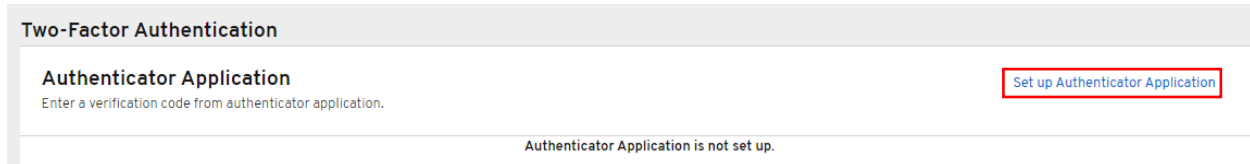


### 6.3 Setting up Two-factor authentication

Once in account settings, to set up two-factor authentication for your account you can click on the “Signing in” option:



Once you navigate here to set up two-factor authentication you need to click on the “Set up Authenticator Application” text:



And then follow the instructions to successfully set up two-factor authentication.