## Accessing IT - Guidelines for student nurses/learners

We welcome students and learners to Sussex Community Trust and wish to support you using our IT systems.  This guidance is produced to ensure that you, our patients, staff and other users are protected. Our primary aim is to ensure security is maintained and the Trust policies are adhered to whilst encouraging you to take part in practice learning.

There are several different systems in operation and a range of devices. We have included the relevant systems.

General Access

To access the IT network you will require a log in and password for SCFT.  The appropriate network request form can be completed by the placement lead/mentor for authorisation either before or at the start of your placement.  The form will include the start and end date appropriate to your allocation.  If you wish to use this facility please inform your placement lead or mentor as soon as possible.  The IT network log in will allow you access to the intranet "The Pulse" and the internet.  You will not be allocated an NHS email account.

SMART cards

Some placements use IT systems which require smart card access.  Using a smart card enabled system will require training before access is granted. Specific ID checks are also required before a smartcard can be issued.  It is therefore not suitable for students.

Lap tops and docking stations

Although you may see your mentor and other team members using laptops, these devices are encrypted for their own personal use and therefore not available to students.

WIFI

SCFT IT does publish guest Wi-Fi access on all SCFT owned access points You will see this as **NHS Wi-Fi**. Where access points broadcast **SUSSEX** they can be connected to if you have a network user name and password. Both SUSSEX and NHS WI-FI is broadcasting on all SCFT Wireless Access points. Other Trusts in Sussex will broadcast SUSSEX or they may have their own guest Wi-Fi solution which you may use.

Top tips

- Read the Trust IT policies before using any equipment or accessing the network. See PULSE.
- Consider using template paperwork when IT facilities are unavailable.
- Consider completing your Effective Information Technology Skill in year 1.
- Keep your devices safe whilst at work by using password protection. Never share passwords

Contact details If you need any advice please speak to your mentor or placement manager. If further assistance is required please contact the PEF Team, Wendy McCarthy PEF Email: W.McCarthy@nhs.net, or  Alison, E mail : A. Smith Robbie@nhs.net