

NHS Wales Email Service, incorporating Office 365 Teams *Lite* for Community Pharmacies



Application for NHS Wales email and NHS Wales Office 365 Teams *Lite* accounts

This application form should be used by the following staff to request NHS Wales email and Office 365 accounts:

- Registered pharmacists working in community pharmacy
- Registered pharmacy technicians working in community pharmacy

Please note:

- Pharmacists or technicians who work across sectors in NHS Wales (e.g. currently work for a Health Board and locum in community pharmacy) will need to apply for a new NHS Wales email account to use when working in community pharmacy
- Pharmacists or technicians who have previously worked in a different sector (e.g. worked for a Health Board) can apply to transfer their existing NHS Wales email account to a new employer by completing Section C.

Section A - User Details

Full Name including title:			
Home Address			
Postcode:		Mobile number:	
Date of Birth:		GPhC number:	
Alternative E-mail address:			

For the issuing of confirmation of approval by the NWSSP

Section B - Employment Details

Job Title:	
Pharmacy name and address: <i>This should be the pharmacy at which you are primarily employed</i>	
Postcode:	
Pharmacy telephone number:	
Does the staff member require access to Pharmacy Shared inbox?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Health Board name	Choose an item.
Expiry date of new user <i>Only complete if the user is on a fixed term contract</i>	
Pharmacy contractor approval for shared inbox access	

Pharmacy mailbox address:	
Authorised by (signature):	
Print name:	
Designation:	
GPhC no (if registered):	
Email address:	

Section C - Previous NHS Wales Employment

Only complete this section if you wish to transfer your existing NHS Wales account to a new NHS Wales employer

Have you worked for another NHS Wales organisation? If yes, please confirm below	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of your previous NHS Wales employer	
Your NHS Wales Username (NADEX e.g. AA012345)	

Section D – User Declaration

Please read the following documents and check the boxes to confirm that you have read and understand them.

- All Wales Email Use Policy for Primary Care Service Providers <https://nwis.nhs.wales/files/o365-for-pharmacy/all-wales-email-use-policy-for-primary-care-service-providers-2020/>
- NHS Wales Email Service, incorporating Microsoft Office 365 Team *Lite* Acceptable Use Policy (AUP) for Community Pharmacies <https://nwis.nhs.wales/files/o365-for-pharmacy/nhs-wales-email-service-office-365-acceptable-use-policy/>
- Pharmacy Information Governance Policy & Procedures

I agree to access and use NHS Wales Email Service and the NHS Wales Office 365 applications in accordance with the principles outlined within the above documents. I understand that access to NHS Wales Email Service and NHS Wales Office 365 is monitored by NHS Wales and that any potential breach of access rights will be investigated and may result in suspension of these accounts.

- I confirm I have undertaken Information Governance training within the last 2 years

Signed: _____

Print Name: _____

Date: _____

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Please forward the completed form to:

Post: Contractor Services, NWSSP – PCS, Floor 3, Matrix House, Northern Boulevard, Matrix Park, Swansea Enterprise Park, Swansea SA6 8BX

Email: nwssp-primarycareservices@wales.nhs.uk

Our Privacy Policy provides information about how we use the details provided in this Application.

For NWSSP office use only:

Application checked by: _____ Date: _____ Approved: Yes No

NHS email request emailed to PCSD: _____

Request to PCSD to create a NHS Office 365 account:

1. Request a webmail account for pharmacist/technician
2. Advise NWSSP of account details

Display Name:	
NHS Windows Login (NADEX):	
NHS Wales email address:	
Incident Number:	

For NWSSP office use only:

NHS email account details received from PCSD:

Approval letter/email issued to the User (including MFA guide and c.c. NWIS PCS:

Pharmacist/Technician record on AWPD up-dated: