



Pecyn Cymorth Llywodraethu  
Gwybodaeth Cymru  
**Welsh Information Governance  
Toolkit**

IGDC • DHCW

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# Welsh IG Toolkit

## Registration Support for Community Pharmacies

## Navigating to the Platform

In 2023 the Welsh IG Toolkit transitioned onto a new platform called Caforb, you will be required to register for a new account on the Caforb platform.

To get started on the platform, an individual within the pharmacy will be required to register as the Organisation Administrator.

The Organisation Administrator has the ability to complete and submit the IG Toolkit and is responsible for maintaining the Organisation Profile, Creating Users and controlling access to the Organisation's IG Toolkit Form.

Only one Organisation Administrator can be set up for each organisation. If changes need to be made to the Organisation Administrator for your organisation, please contact the [Welsh IG Toolkit Team](#).

To register for an account as an Organisation Administrator visit the [Caforb Platform site](#) and select 'Register'.

*Please note: If you are part of a pharmacy group and have been confirmed as a "child" organisation, you will not be required to register for the IG Toolkit using this process, as your "parent" organisation will complete the IG Toolkit on your behalf. Each individual pharmacy is still required to complete the Clinical Governance Toolkit. If this is applicable to you, please move to the section below called 'Registering for the Clinical Governance Toolkit Only'.*

## Registering your Pharmacy for the Welsh IG Toolkit

You will be taken to the registration page once you have completed the steps above.

### Your account

This section will need to be completed at this stage as all these fields are mandatory. This is so that your account can be created with the correct details. You can register using any email address, your email address used at this stage will become your username in order to access the platform moving forward.

### Organisation Details

This section is where you will need to search for and select your pharmacy that you are registering to be the organisation administrator for.



You can search for your pharmacy branch by PPA code or name. For example, 123456A. Once you have found your branch in the list, you can select it and it will then show the details for the pharmacy to the right of the search box.

If you are unable to find your organisation, please contact the [Welsh IG Toolkit Team](#).

*Please note: If your pharmacy has multiple branches, you will need to select the parent branch here, as per communications that were sent out by the Welsh IG Toolkit Team throughout December.*

## Organisation Profile

These fields do not have to be filled in at this point, however we do recommend you populate these now as you it will save time having to revisit this later within the platform.

Once you have completed these sections click the 'Submit' button. This will then send a notification to the IG Toolkit Team who will process the request. The team aim to have this done as quickly as possible, you will receive a notification once this is approved/rejected.

If your account is approved, you will receive an email to set your password. Your password must be at least 11 characters in length and weak passwords will not be accepted.

Once you have set your password you will be able to log in to the platform using the email address used in the registration process as your username.

Please see the "Users and Registration" [bitesize video](#) for further support in completing this process.

## Adding the Clinical Governance Toolkit within Caforb

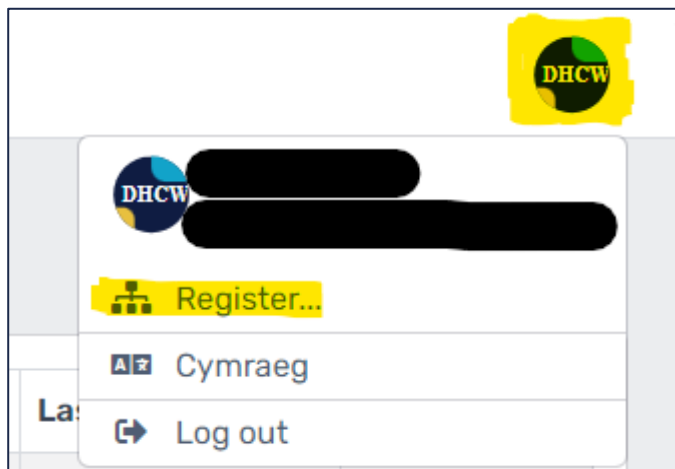
Once you have registered to be an organisation administrator for the Welsh IG Toolkit, you will be able to log into the platform using the same Caforb Platform link shown at the start of this guidance. Your username will be the email address you used to register your account.



As of this year, the Pharmacy Clinical Governance Toolkit will also be hosted on the Caforb platform. Once you have registered for the Welsh IG Toolkit, you will also need to register for the Clinical Governance Toolkit. To do this you firstly need to log into the Caforb platform.

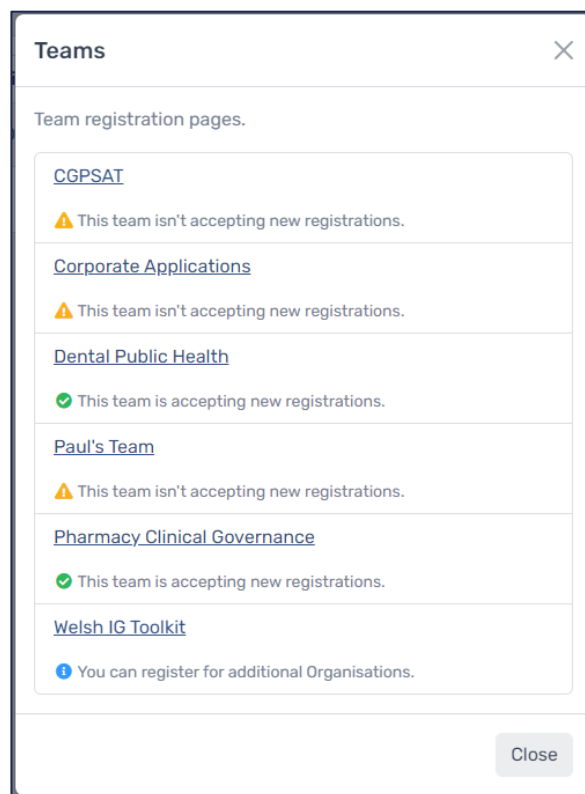
Once signed in, click the circle icon in the top right of the screen and then select 'Register' as highlighted in the image.

Once you select to 'Register', you will be presented with a list of Teams that are available on the Caforb platform. To register for the Clinical Governance Toolkit, you will need to select 'Pharmacy Clinical Governance'.



You will then be taken to a registration page like the one when you originally registered for the Caforb platform. However, this will now have the 'Your account' section already populated. You will now just need to search for the organisation you would like to register for the Clinical Governance Toolkit.

Your registration request will be sent to the Team for approval. Once approved, you will see both the "Pharmacy Clinical Governance" and "Welsh IG Toolkit" Teams on the lefthand navigation bar. Select "Forms" of the relevant Team to begin completing the respective Toolkit, or "Organisation Management" to edit user access to each form.



*Please note: For the Clinical Governance Toolkit, the parent and child relationships set up for the Welsh IG Toolkit do not apply. Therefore, each branch will need to register individually.*



## Registering for the Clinical Governance Toolkit Only

This section applies if you are registering directly for the Clinical Governance Toolkit and not the Welsh IG Toolkit.

To get started on the platform, an individual within the pharmacy will be required to register as the Organisation Administrator.

The Organisation Administrator has the ability to complete and submit the Clinical Governance Toolkit and is responsible for maintaining the Organisation Profile, Creating Users and controlling access to the Organisation's Clinical Governance Toolkit Form.

Only one Organisation Administrator can be set up for each organisation. If changes need to be made to the Organisation Administrator for your organisation, please contact the [Welsh IG Toolkit Team](#), who are currently supporting in providing platform support for the Clinical Governance Toolkit.

To register for an account as an Organisation Administrator visit the [Caforb Platform site](#) and select 'Register'.

You will be taken to the registration page once you have completed the steps above.

### Your account

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If you are unable to find your organisation, please contact the [Welsh IG Toolkit Team](#).



Once you have completed these sections click the 'Submit' button. This will then send a notification to the team who will process the request. The team aim to have this done as quickly as possible, you will receive a notification once this is approved/rejected.

If your account is approved, you will receive an email to set your password. Your password must be at least 11 characters in length and weak passwords will not be accepted.

Once you have set your password you will be able to log in to the platform using the email address used in the registration process as your username.

## Support and Resources

Resources to support you in navigating and completing the IG Toolkit are available on the [IG Website](#), these include a fully comprehensive [User Guide](#), an offline copy of the question set, a number of bitesize videos which walk you through different aspects of the Toolkit and a set of frequently asked questions.

For any queries regarding the Caforb platform and the Welsh IG Toolkit question set, please email: [WelshIGToolkit@wales.nhs.uk](mailto:WelshIGToolkit@wales.nhs.uk).

