



Pecyn Cymorth Llywodraethu
Gwybodaeth Cymru
Welsh Information Governance
Toolkit

IGDC • DHCW

Community Pharmacy Clinical Governance Toolkit

Registration Support

Introduction

In 2024, the Community Pharmacy (CP) Clinical Governance Toolkit (CGTK) was added to the Caforb platform. The Welsh IG Toolkit (WIGTK) Team now manages this toolkit on behalf of Community Pharmacy Wales (CPW) and handles all enquiries related to the platform.

To begin using the platform, an individual within the CP must register as the Organisation Administrator. This is similar to the WIGTK process, and the Organisation Administrator has the responsibility to complete and submit the CGTK. Additionally, they are in charge of maintaining the organisation profile, creating users, and controlling access to the organisation's CGTK form.

Only one Organisation Administrator can be set for each organisation. If changes need to be made to the Organisation Administrator, please reach out to the [WIGTK Team](#).

To register as an Organisation Administrator, you will need to visit the [Caforb Platform site](#) and click on 'Register'.

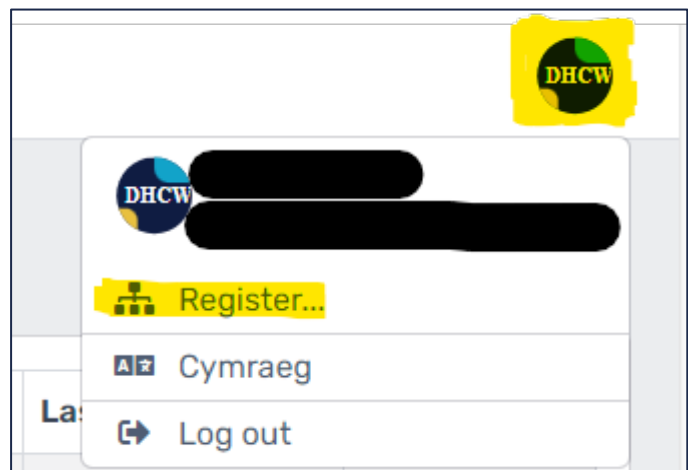
It's important to note that the Parent and Child functionality is not available for the CGTK, therefore every individual CP is required to register and complete the CGTK on their own accord.

Adding the CGTK within Caforb

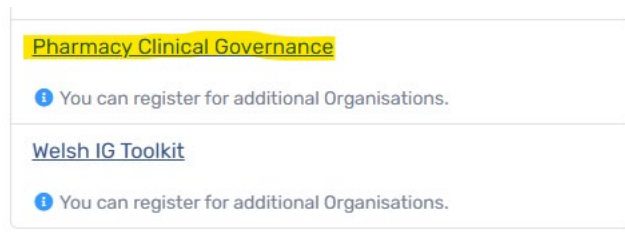
As the CGTK will also be available on the Caforb platform, CPs will be required to register for both forms.

If you are already a registered Organisation Administrator for the WIGTK, you can log onto the platform using the same Caforb Platform link provided at the beginning of this guidance. Your username will be the email address you used when registering for your WIGTK account.

Once signed in, you will need to add the CGTK to the platform. To do this, click the circle icon in the top right corner of the screen, then select 'Register,' as highlighted in the image.

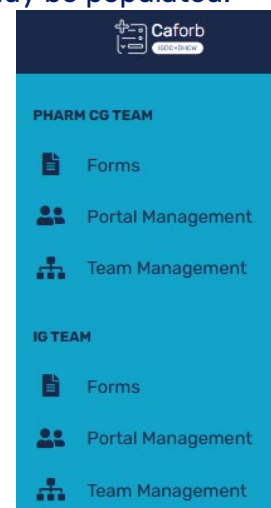


Once you select 'Register,' you will be shown a list of available teams on the Caforb platform. To register for the CGTK, click on "Pharmacy Clinical Governance".



You will then be directed to a registration page similar to the one used for your initial WIGTK registration on the Caforb platform. However, the 'Your account' section will already be populated. CPs will need to search for the Pharmacy they wish to register for the CGTK.

Your registration request will be sent to the WIGTK team for approval. Once approved, both the "Clinical Governance" and "Welsh IG Toolkit" Teams will appear on the left-hand of the screen in the navigation bar. You can select "Forms" for the relevant team to begin completing the respective toolkit or choose "Organisation Management" to edit user access for each form.



Registering for the CGTK Only

This section applies if you only want to register directly for the CGTK.

To get started on the platform, an individual within the CP must register as the Organisation Administrator.

The Organisation Administrator has the ability to complete and submit the CGTK and is responsible for maintaining the Organisation Profile, creating users, and controlling access to the Organisation's CGTK Form.

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

To register as an Organisation Administrator, visit the [Caforb Platform site](#) and select 'Register.' You will be directed to the registration page once you have completed the steps above.

Your Account

This section must be completed at this stage, as all fields are mandatory to ensure your account is created with the correct details. You can register using any email address, and the email address you provide will become your username to access the platform moving forward.



Organisation Details

Continue through to the 'Organisation details' section and search for your organisation using either your organisation name or code. You will need to enter at least two characters to activate the search function.

Select your organisation from the list that appears. This will auto populate the organisation details on the righthand side of the form.

Note: CPs with the warning icon (⚠) prefix either have an Admin registered already or their registration is awaiting review. If you are unable to find your organisation or require any changes to existing Organisation Administrators, please contact the [WIGTK Team](#) directly.

After completing these sections, click the 'Submit' button. This will send a notification to the WIGTK team, who will process the request. The team aims to process requests as quickly as possible, and you will receive a notification once your request is approved or rejected.

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

Once your password is set, you can log in to the platform, the email address you used to register will act as your username.

Support for the CGTK

For any queries regarding the CGTK, please email: WelshIGToolkit@wales.nhs.uk

