

**NHS volunteers invited for observations, interviews and hazard assessment workshops**

Clinical Applications and Patient Safety (CAPS) Project

**Nationwide events from November 2008 to January 2009**

**Background to the CUI Programme and CAPS Project**

There are many different IT suppliers to the NHS. This means that, as we move towards increased IT use to support clinical practice, there will be many different clinical systems which look, feel and behave differently to each other. Whilst this poses obvious training issues for you as future users, it also greatly impacts on patient safety. Imagine if every system handled the hospital drug chart differently...?

Does this concern you? This is your opportunity to get involved in the Clinical Applications and Patient Safety (CAPS) Project which forms part of a larger programme of work called the Common User Interface (CUI) Programme.

In order to help make clinical systems safer, the CAPS Project is developing guidelines (user interface) for IT suppliers to the NHS around areas such as:

- Prescribing and administering medications.
- Patient identification.
- Handovers and transfers of patients.
- Clinical noting
- Consistent navigation

**Why does the CUI Programme need volunteers from the NHS?**

A crucial part of the work being undertaken involves gathering information and observations from front-line NHS staff. As such, the CAPS Project is looking for volunteers to take part in observations, interviews and workshops.

**Benefits for participants**

Taking part in observations, interviews or workshops will provide NHS professionals with:

- The opportunity to be involved in shaping clinical systems design guidance and potential design standards
- The ability to contribute to long term efforts to increase patient safety
- An insight into the current progress of the CAPS Project and the overall CUI programme, its aims, objectives and outputs
- An opportunity to influence these outputs prior to them being published for use in the wider NHS.

Participation in CAPS events could also contribute to ongoing personal and professional development.

### **What kinds of volunteers are invited?**

We are looking for volunteers from ALL the healthcare professions. Our attached events schedule gives more detailed information. You do not need to have an interest in or aptitude with computers. We are looking for a range of experience from the NHS, and therefore also encourage the nomination of more junior clinical staff to attend these sessions.

### **What do I need to do to take part?**

All clinicians wanting to participate in an event must book their place via NHS Connecting for Health Event Management System (EMS). There are two ways you can do this:

1. Open up the attached named CUI CAPS events schedule and bookings. View the table of events within this document and click on the booking link for the event you are interested in. You will then go through to the NHS Connecting for Health Event Management System (EMS) page, where you can register and book your place onto the event, and be kept up to date automatically with information about the event.

Or

2. Go to the NHS Connecting for Health Event Management System (EMS) website: <http://www.connectingforhealth.nhs.uk/events>

Type **CUI CAPS** in the keyword search field and click **GO** (this is located under the calendar on the right hand side of the webpage). This will bring up a list of all current CUI CAPS events. Click on the event you are interested in and scroll down the page to get to the booking link labelled **book online for this event**. You can register and book your place onto the event, and be kept up to date automatically with information about the event.

### **Expenses claims information and locum costs**

Please note, you can only claim expenses for yourself and not on behalf of other people attending the same event. Information about which expenses NHS CFH will cover for are detailed within the attached External resources expense guide.

In order to process your claim, please use the attached form 'Non-employees' expense claim form'. Fill in your travel and subsistence details, sign and date part B, and send the form (including all evidence of your receipts, bills etc) to the CUI Project support officer:

**Common User Interface (CUI) Programme**

Ruby Rall  
 CUI Project Support Officer  
 Common User Interface Team  
 NHS Connecting for Health  
 2nd Floor Technology Office  
 Princes Exchange  
 Princes Square  
 Leeds  
 LS1 4HY

The CUI Project Support Officer will obtain the approval signature needed in part C, and forward your claim onto the Finance department. **PLEASE DO NOT SEND YOUR CLAIM FORM TO THE FINANCE DEPARTMENT IN THE FIRST INSTANCE.**

Please remember, as your claim form can only be accepted for your own expenses submission of receipts and bills etc should reflect this. Expenses claims forms that detail expenses for more than one person will not be accepted, and this includes submission of receipts and bill etc.

CUI will pay for locum fees as backfill costs only. CUI will not pay locum fees direct to the volunteer for their time. An invoice will be needed from the volunteer clinician's employing practice, trust, hospital. Invoice details must include details of what the back fill locum costs cover as shown in example below

Invoice content details example:

Trust, surgery, practice, hospital name recovering backfill locum cover costs for :	
Volunteer clinician name who attended CUI CAPS event:	Dr. X
Activity:	Attendance at Patient Safety Workshop
Title of event:	Medications Search and Prescribe
Date:	5 <sup>th</sup> August
Location of CUI CAPS event:	London
Locum cover time:	7 hours
Cost:	£ 250

Please send the invoice to the CUI Project Support Officer at the address above who will verify and pass onto Finance to process.

**General enquiries**

If you require any further information, please email the project support team at [cui stakeholder.mailbox@nhs.net](mailto:cui stakeholder.mailbox@nhs.net)

If for any reason you would like to be removed from the distribution list for these opportunities as a communications contact, or your area is now represented by someone else please let us know by response to our email with the following text in the subject 'CUI CAPS - PLEASE REMOVE / UPDATE'.

**Common User Interface (CUI) Programme**

Regards,

Ruby Rall  
Common User Interface (CUI) Project Support Officer

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