

Guidance Leaflet

CIS ACP 2.1

Create Access Control Position

- **RA Manager**
- **Advanced RA Agent**

Create Access Control Position:

RA Manager / Advanced RA Agent

An 'Access Control Position' in CIS is the same as in the previous system design (UIM) and is intended to represent the jobs that the individual performs in enabling access to the clinical and other systems.

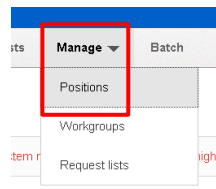
A Position requires a name and consists of specific codes; as detailed in the Role Based Access Control (RBAC) Code security model.

Policy requires non Doctor prescribing access to be detailed in the Position name. (E.g. 'Position for Nurse Prescriber')

To CREATE POSITION:

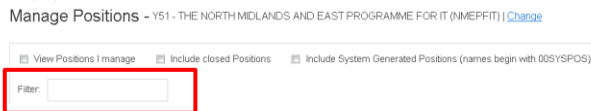
An RA officer with the appropriate permissions would enter the Dashboard and select:

>> Manage >> Positions >>



This will display a list of 'OPEN' Positions in the 'logged' in Organisation, with options to filter the selection.

This can be changed as required to a 'child' organisation.



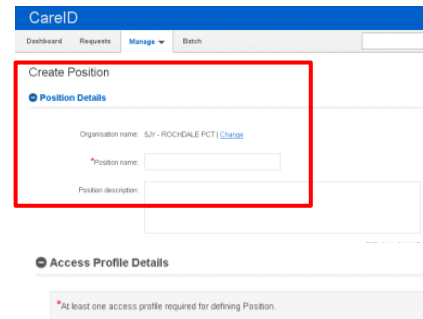
>> Scroll Down >>



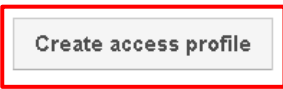
A screen will appear to allow a Position name (mandatory) to be entered; a description field is available if required.

A Position name must be unique in an organisation. (However this will only be detected when finally creating that Position.)

CREATE ACCESS CONTROL POSITION



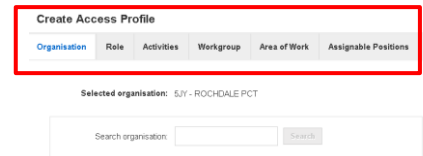
>> Scroll Down >>



The Access Profile will require the relevant selection of the attributes to be applied as agreed by the Sponsor / design team / IG.

Some Roles already include 'baseline' Activities and with most systems are not required to be explicitly added to the Position.

Use the TABS to move through the screens adding the codes as required; there is dynamic filtering by code or name!



Roles: (R-Codes) – (mandatory)

- Minimum of one required, these are the high-level function of Access.
- Some already contain a 'Baseline' of Activities and with most systems are not required to be explicitly added to the Position.
- A Position can contain more than one Role; these can be created within a Position by the same process.

Restriction Indicator: Normally select Roles that are Unrestricted!

Rationalisation Status: varies the selection of Roles displayed.

Create Access Profile



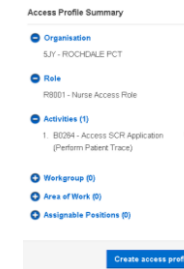
Activities: (B-Codes) – Can be added by design to increase the access within the desired system.

Workgroups: Only required for systems that support this function – see separate guidance.

Area of Work: (T-Codes) – Only required for systems that have these in their technical specification.

Assignable Positions: These are only available to Positions that are designed for Sponsors for direct assignment.

Once programmed the design will be displayed in the Access Profile Summary:



When the design is as required then click the Create Access Profile:



Once the screen has refreshed use the 'approval authority' link or SCROLL DOWN >>

To complete changes to this Position, add your [approval authority](#).

Enter appropriate information – then Create Position.



Successful response should be received:

