**Glasgow Clinical Research Facility**

**Form 57.001B: Clinical Portal External User**

Clinical Portal is a web-based system that pulls electronic medical records from a number of systems in NHS Greater Glasgow & Clyde and presents them in a single location, and provides a full audit trail of any event.

A Shared Worklist has been created on Clinical Portal for the purpose of this monitoring/audit visit. The research participant record can be accessed directly from the Shared Worklist.

Patient confidentiality is an obligation for all Clinical Portal users, bound by the NHS Scotland Code of Practice: Protect Patient Confidentiality. All external users must endeavour to meet the standards outlined in the Code and adhere to Good Clinical Practice (GCP).

**Onsite monitoring visit**

1. Clinical Portal icon can be found on PC desktop.
2. Enter following login details:

|  |  |
| --- | --- |
| **Username** |  |
| **Password** |  |

1. Clinical Portal Homepage will appear.
2. Click on Shared Worklists > My Worklists
3. Click on relevant Worklist (Clinical Trial, Monitor, allocated number)
4. The Worklist will appear. Research Participants will be listed under the Search Results section.
5. Click on a Research Participants name to view the record.

**Remote monitoring visit**Clinical Portal screen will be shared using Microsoft Teams. CRA/monitor environment must be suitable to view participant research and medical records.

I can confirm:

* I have up-to-date GCP training;
* I have received appropriate Clinical Portal training;
* I will not deviate from the Research Participants recorded in the Shared Worklist;
* I will not share the account details with anyone;
* I will endeavour to meet the standards outlined in the NHS Scotland Code of Practice: Protect Patient Confidentiality.
* I will conduct remote monitoring visit in a suitable environment to view participant research and medical records.

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| --- | --- | --- |
|  | **Monitor/Auditor** | **GCRF Staff** |
| **Print Name** |  |  |
| **Signature** |  |  |
| **Date** |  |  |