|  |  |  |
| --- | --- | --- |
|  | **Library & Knowledge Service**  **Registration Form** |  |

**Please write clearly** User ID: **NW** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: | First Name: | | Last Name: | | |
| Home Address:  (inc. postcode) | | Department:  Site / Location: | | | |
| Phone / Mobile: | | Job Title / Role: | | | |
| Email Address (preferably NHS one): | | Trust / Employer / University / Bank: | | | |
| Leaving Date (if Temporary or Fixed Contract): | | | |
|  | | | | | |
| **Would you like targeted updates on your professional interests?**  List your interests below to sign up for KnowledgeShare Evidence Updates by email: | | | | |  |
| **Clinical Interests**  (specific conditions e.g. lung cancer, diabetes, sepsis, frailty) |  | **Other Interests**  (e.g. doing research, leadership, coaching) | |  | |
| **Age Groups**  (please tick which age groups to include) | * Neonates * Children & Adolescents * Adults * Older people | **Settings**  (e.g. GP Surgery, hospital ward, outpatients, community health clinic) | |  | |
| We also produce regular **bulletins** and **updates** on the following topics. Please tick if you would like to receive any of these emails:   |  |  |  | | --- | --- | --- | | * **AI in Healthcare** * **Audiology** * **Breast Surgery** * **Coronary Care** * **Critical Care** * **Dermatology** * **Dietetics** * **Education** | * **Equality & Diversity** * **Falls Awareness** * **Gastroenterology** * **Hand Therapy** * **Health Management** * **HR / Personnel** * **Infection Control** * **Long Covid** | * **Non Prescribers Bulletin** * **Occupational Therapy** * **Ophthalmology** * **Physiotherapy** * **Quality Improvement** * **Respiratory** * **Speech & Language Therapy** | | | | | | |

|  |
| --- |
| **Training**  The library run a number of different courses, which can be arranged for 1:1 or small groups. Training can be conducted virtually, in the library or your place of work. Courses include:  **Overview of online library resources** :: **Advanced evidence searching** :: **Study & research skills** :: **How to do a systematic review** :: **Introduction to critical appraisal** :: **Social media in the workplace** :: **Basic IT skills**   * Please tick if you would like us to email you more information about our courses |
| Qr code  Description automatically generated**NHS OpenAthens**  To create an NHS OpenAthens account for access to all our online resources scan the QR code and complete the short form. |

|  |  |
| --- | --- |
| **Privacy Notice and Membership Declaration**  **Using your personal information**  We are committed to safeguarding your information. The information you supply will be used to contact you about services or resources you have requested from the Library and Knowledge Service (LKS).  **Sharing your personal information**  We will share your information with the organisations that supply and manage our library management systems. We may share your information with another NHS library, or the East Cheshire NHS Trust Finance Department, if you leave the organisation and have outstanding debts or loans.  **Accessing your personal information**  You may contact us at any time to request a copy of the data we hold about you, and request changes to the data, by emailing [ecn-tr.stafflibrary@nhs.net](mailto:ecn-tr.stafflibrary@nhs.net).  **Reviewing and deleting your personal information**  We review library membership records on a regular basis. We receive a monthly leavers report from the Trust and will delete any individuals’ records as appropriate.  **Further information**  *KnowledgeShare*: for further information on how your data is used, how security is maintained, and your rights to access your data, read the full KnowledgeShare Privacy Policy online at: <https://www.knowledgeshare.nhs.uk/index.php?PageID=help_privacy>.  *LKS*: our Privacy Policy can be viewed online at: <http://www.eastcheshirenhslibrary.net/privacy-policy.html>.  **Your declaration**  I apply for membership of the Library and Knowledge Service and agree to abide by the LKS terms and conditions. I agree to my data being held as described above: | |
| **Signed:** | **Date:** |

**Library Use Only**

* Added to Heritage PIN sent
* Added to Bulletins: tags done
* Added to KnowledgeShare KnowledgeShare alert created
* Training email sent