



## SETTING UP AN NNAP USER ACCOUNT

In order to view the data about your clinical practice and to edit/update your personal profile, it will be necessary to create an account.

### Submitting a request

To aid verification, an account creation request must be submitted by email: it is regretted that telephone requests cannot be accepted. Additionally, the email used to submit the request must come from one of the following email services:

[xx.yy@nhs.net](mailto:xx.yy@nhs.net)

[xx.yy@zzz.nhs.uk](mailto:xx.yy@zzz.nhs.uk)

[xx.yy@doctors.org.uk](mailto:xx.yy@doctors.org.uk)

The account which is used to submit the request is the one to which logon credentials will be sent.

### Information required

A request for an account should be sent to the following address:

[\*\*health\\_servicedesk@northgateps.com\*\*](mailto:health_servicedesk@northgateps.com)

Please include the wording '**NNAP Account Request**' in the subject line. The following information must be provided:

- First Name
- Last Name
- GMC Code
- Professional Title (Mr, Mrs, Dr, etc.)
- Phone number
- NHS Trust to which you are contracted

The details that you provide will be used to verify your identity before your account is created. Please note that your email address will not appear in your public profile and will only be used for NNAP communications. Your phone number will only be used by the Service Desk team if they have any queries about your account or the information that you have provided.

## Logging on to a new account

You will receive two emails when the account is created: the first one will contain your username, the second will include a password that must be changed after the first log on. The system does provide a 'Forgotten Password' function as well as a facility for users to change their password whilst logged into their account.

## Services

Currently, your account will enable you to view all the data that appears on the NNAP website under the trusts in which you have relevant HES episodes recorded. You will also be able to view, at the record level, those mortality events that have been attributed to you in the latest 12 month reporting period. This data is for your information only and is not published. Should you wish to update/edit your public profile this can be done here at any time.

## Logging on

Once you have an account you will be able to log on. From the home page of the website, select the 'Login' tab at the top of the page:

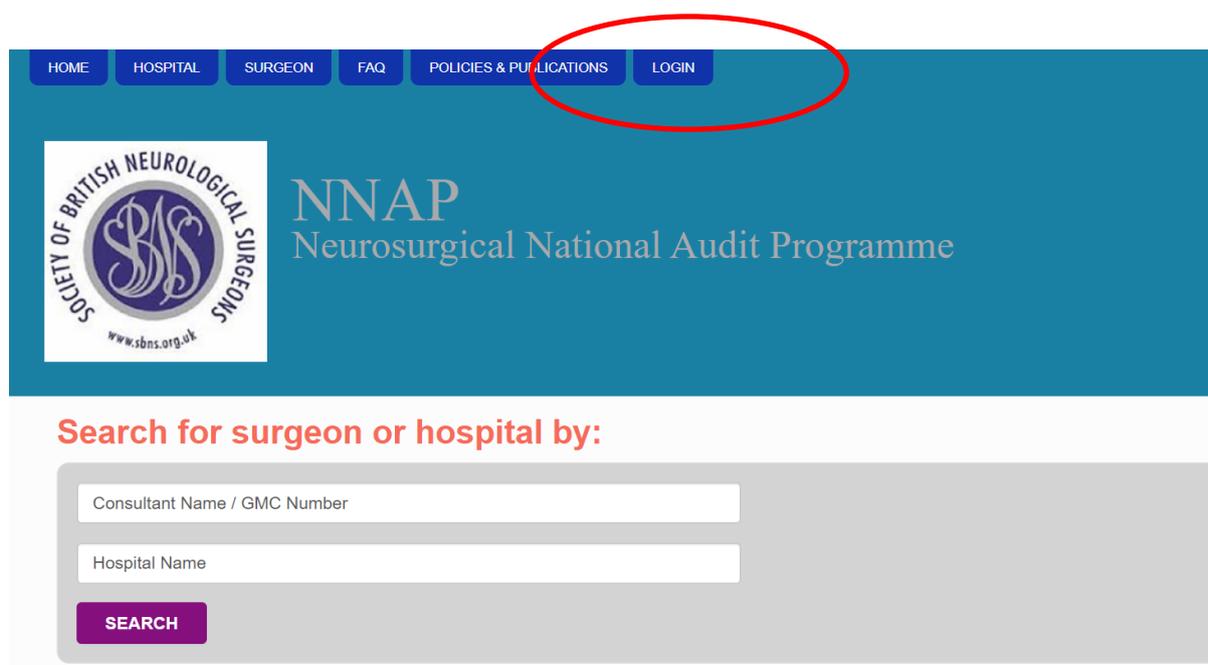


Figure 1: Login tab on the home page

Enter your user credentials and select 'Login'.

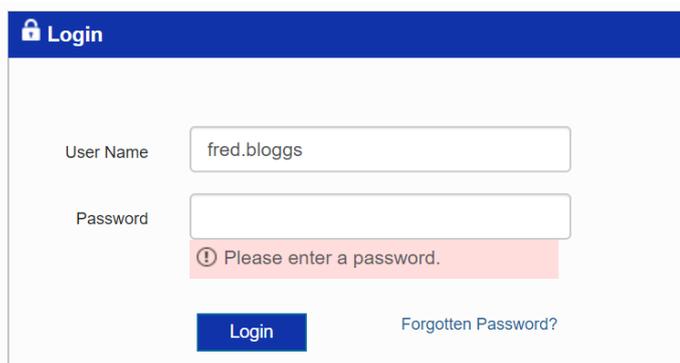


Figure 2: Login window

### Editing your profile

Having successfully logged on, you will be presented with the screen at Figure 3. This information is what will appear in your public profile.



Figure 3: Surgeon home page

By selecting 'Edit', all sections, less 'Clinical Practice', can be edited. Some fields cannot be edited, such as 'Name' and 'GMC Number' under 'Surgeon', and the details of the hospitals at which procedures have been recorded under 'Hospitals'. Having entered or changed information, select 'Save':

The screenshot shows a profile editing interface. At the top right, there are two buttons: 'Save' and 'Cancel', which are circled in red. Below these are three expandable sections: 'Surgeon', 'Hospitals', and 'Training'. The 'Training' section is expanded, showing a form with the following fields: 'Degrees', 'Year of Appointment', 'Clinical School', and 'Principal Training'. Each field has a text input area and a small arrow icon on the right side.

Figure 4: Saving changes to profile

Practice summaries.

The '12 Month Practice (1 Year)' and '36 Month Practice (3 Years)' sections contain pie charts and tables showing the total number of procedures associated with your practice. The data is taken from the Hospitals Episodes Statistics (HES) service and, whilst every effort is taken to ensure the published data is accurate, NNAP cannot account for errors in the original procedure coding or the incorrect attribution of a procedure to a consultant. Where, for example, a procedure has been incorrectly attributed to a specialty other than neurosurgery, it will not be included in the figures.

A surgeon who undertakes adult and paediatric and both elective and non-elective surgery will have up to four funnel pots displayed.



Figure 5: Pie charts and tables for Adult Elective and Non-Elective Surgery