

Integrated Identity Management – Glossary of Terms

Term	Acronym	Description
Access Control Assignment		In PBAC terms this means the allocation of approved access rights in an access control position to an individual performing a job.
Access Control Position		An access control position contains a set of access rights which have been approved and granted through the RA process. It will be possible to define and set up access control positions in UIM.
Approve		The formal authorisation of access rights to an individual user or position. Must be undertaken by an RA sponsor who has been nominated by the organisation.
Assignment		The assignment in ESR provides the link between employee and position. Each employee will have at least one assignment but may have more if they do more than one job. The assignment holds contractual data such as the grade, hours worked etc.
Caldicott Guardian		<p>The member of staff in an NHS organisation who is responsible for ensuring that patient rights to confidentiality are protected.</p> <p>The role of the Caldicott Guardian is to safeguard and govern uses made of patient information within the organisation (Trust, Health Authority, Social Services Department or Private Sector organisation), as well as data flows to other organisations.</p>
Calendra		Calendra is a front end application for accessing the Spine.
Card Management System	CMS	System that manages the creation and update of NHS CRS Smartcards.
Card Reader		The physical card reader linked to a PC used to read an NHS CRS Smartcard and provide systems access.
e-GIF Level 3 (Security standards for access to government systems)	e-GIF Level 3	Policies and standards to enable information to flow seamlessly across the public sector and provide citizens and businesses with better access to public services.
Electronic Staff Record	ESR	The Electronic Staff Record (ESR) is the integrated Oracle Human Resource Management System (HRMS) (including Payroll) in use by the vast majority of organisations within the NHS; hosted and maintained by McKesson plc.

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Employee Self Service	ESS	ESS functionality deliverable to all employees with a record on ESR to allow them to manage their personal data and join to processes such as appraisals and training course enrolment. Requires manager Self Service to also be implemented to manage approval of requests.
ESR Position		A position identifies the post/job that exists within each organisational unit as defined in the workstructures in ESR. Positions can be defined with certain default information such as grade and staff group which are inherited as defaults when an employee is attached to a position via their assignment. It will be possible to link positions in ESR to equivalent positions in UIM to be used for access control (see PBAC).
Gem Plus		The card reader software which needs to be installed on every PC in order for NHS CRS Smartcard authentication to work.
Grant		The physical allocation of approved access rights to an individual or position. Must be undertaken by an RA Manager or Agent.
Integrated Identity Management		The development of closer integration between the currently separate processes involved in capturing and managing staff identity, and controlling access to the NHS Care Records Service (NHS CRS)
Inter Authority Transfer	IAT	Mechanism to transfer employee details and history from one NHS organisation to another within ESR
Java Run Time Environment	JRE	Installed locally on end user PCs to manage Java applications. Will replace Jinitiator for ESR access and is also needed for access to CFH applications
Job		Staff perform jobs which are associated with positions or posts.
Job Role		In access control terms this is the mandatory Role Based Access Control attribute granted to individual users or positions. Each job role has associated access rights defined by the national baseline policy. These may be supplemented with other access rights according to local access policy. In ESR terms a job role is defined against the position and is based on a list of values. It is a sub field of the staff group and together these define the 'Job'.
Large Scale Workforce Change Programme	LSWC	Completed process change programme to develop synergy between HR (ESR) and RA access. Successfully trialled in over 100 NHS organisations

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Manager Self Service	MSS	MSS functionality is delivered by a group of URPs to allow managers (and administrators acting on their behalf) to control data and information flow relating to their group of direct reports. MSS allows users to change personal details, manage learning in conjunction with training administrators and employees, manage new hires/terminations/grade changes and join to processes by means of initiating and approving workflow notifications.
National Administrative Codes Service	NACS	These are codes allocated by NHS Connecting for Health that provide a unique identification record for any organisational entity at almost any level, be that an NHS Trust or PCT, or one of its hospitals. Used by IT systems to identify precise locations reliably, quickly and easily. The NACS coding structure provides a clear picture of the NHS' organisational hierarchy, and the links between the various organisations at different levels. Each ESR VPD will have an equivalent NACS code at the highest Organisational level.
National Spine	Spine	The Spine is the name given to the national database of key information about a patient's health and care and it forms the core of the NHS CRS.
NHS Care Records Service	NHS CRS	The NHS Care Records Service will help NHS organisations in England to store patient health care records on computers that will link information together quickly and easily. An NHS CRS Smartcard will give a User access to the NHS CRS and other National Programme for IT applications such as Choose and Book and the Electronic Prescription Service.
NHS Connecting for Health	NHS CFH	NHS Connecting for Health supports the NHS in providing better, safer care, by delivering computer systems and services that improve how patient information is stored and accessed.
NHS CRS Smartcard		A plastic card containing an electronic chip (like a chip and PIN credit card) that is used to access the NHS Care Records Service (NHS CRS) and other National Programme for IT applications, along with a Passcode. The chip does not contain any personal information. The combination of the NHS CRS Smartcard and Passcode together provide high levels of security and confidentiality.

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NHS Organisation		Any organisation using ESR is referred to as an “NHS Organisation”. This can be any single entity that translates to a unique VPD within ESR. It is recognised that one NHS Organisation can support several other NHS Organisations, in particular in a Shared Service environment. To that end, updates or process changes required on ESR should be applied to each individual VPD within an NHS Organisation or Shared Service managed group. Each ESR VPD will have an equivalent NACS code at the highest Organisational level.
Position Based Access Control	PBAC	The PBAC concept groups access control requirements by job role allowing for any number of employees to share generic access rights based on what they do rather than who they are. UIM will facilitate the definition of PBAC position profiles which can be associated with ESR positions thus enabling the inheritance of access rights via the ESR position that the employee is assigned to. PBAC can be established independently of either UIM or the ESR interface but is a precursor activity to both.
RA Agent		Works under the direction of the RA manager to administer the RA function. They are responsible for performing registration and maintenance of sponsors and health care professionals/workers in the organisation(s) that the RA agent holds this profile for. They also ensure that National and local RA processes are followed.
RA Manager		Manages the RA service provision and operation to meet the needs of an organisation and all its Users. RA managers are appointed by the executive of the organisation. Additionally, the RA manager is responsible for briefing and registering RA agents.
RA Sponsor		An individual who has been appointed to approve access to information and functionality of the NHS CRS and other NPfIT applications by granting approval of appropriate RBAC codes so that staff have appropriate access based on their Job Role and if necessary, Area of Work. Sponsors are identified by the organisation’s Executive. Sponsors approve access and the issue of NHS CRS Smartcards and are usually the line manager of users. In UIM sponsors will manage approvals via worklists.

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RA Workbench		A new form in ESR accessible for HR users to manage RA related activities for employees who are linked or are to be linked to the Spine and to receive messages from the interface with UIM.
Registration Authority	RA	The organisational structure within an NHS organisation that is responsible for registering and verifying the identity of health care professionals/workers who need access to the NHS Care Records Service (NHS CRS) and other National Programme for IT (NPFIT) applications. Staff need to prove their identity and have their application approved by a Sponsor before being issued with a Smartcard and Passcode by the Registration Authority. The RA grants them an approved level of access to patient information within the NHS CRS and other NPfIT applications. This is essential to protect the security and confidentiality of every patient's personal and health care information. The Executive Management Team of the NHS organisation should embed governance of their Registration Authority in the Information Governance and Performance Management Framework.
Registration Partnership Project	RPP	Overarching project between DH, ESR and NHS CFH to enable ESR with NHS CRS Smartcard access, to link ESR and CRS and to manage process change
Role Based Access Control	RBAC	Defines a national standard set of Job Roles and related Activities and Areas of Work which can be approved by a Sponsor and granted by the RA to a User. Each application, such as Choose and Book, uses these definitions to enable access to specific functionality and information in their system.
Spine User Directory	SUD	The Spine User Directory is the repository which stores users' profiles and registration information both current and historic e.g. includes roles and organisations that an individual works for.
Systems Administrator		ESR User with ability to manage access to ESR. The system administrator traditionally creates & manages user names and passwords and allocates URPs to users to allow them access to certain parts of ESR. As NHS CRS Smartcard access replaces traditional logins Systems Administrators will still need to create users and allocate URPs but will no longer need to maintain passwords.

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User Identity Manager	UIM	User Identity Manager is the new software which will provide the electronic management of access control which is replacing the current paper based registration process.
User Responsibility Profile	URP	Used within ESR to define the access rights a user has to specific areas of functionality and data.
User Role Profile	URP	Each User can be assigned zero or more URPs. A URP contains the Organisation within which the User works, the Job Role they will be performing, zero or more Areas of Work and zero or more additional Business Functions, known as Activities. E.g. where for example they work for a Shared Service (all associated with a single Smartcard).
User's Unique Identifier	UUID	The User's Unique ID Number is used by all NPfIT applications to uniquely identify the user to the application. The UUID is the number displayed to the left of the photograph on the NHS CRS Smartcard, underneath the chip. Occasionally called the UID (Unique ID Number). ESR will also hold the NHS CRS UUID against employee records so that it can validate that the employee has an active authenticated entry on NHS CRS.
Virtual Private Database	VPD	Virtual Private Database is a database security facility developed within the ESR application. Each of the NHS organisations using ESR use exactly the same application over the same database at the same time, but can only see the employee data relating directly to their individual organisation.
Workgroups		A Workgroup is a collection of individuals (team) caring for an individual patient. All members of a Workgroup, subject to their Role Based Access Control (RBAC) profile, have access to the patient's clinical records where a legitimate relationship has been created with that Workgroup and the patient. Workgroups are hierarchical in nature so members of a superior Workgroup will be able to access all the patient information of those with legitimate relationships with 'child' Workgroups.

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Worklist		Worklist group actions in UIM, users login to their worklists to manage actions and approvals. ESR will automatically access and update worklists for many types of change initiated in ESR such as request for a new user, change access requirements based on positions and changes to personal details.
Workstructures		Workstructures is the area of ESR that allows the definition and management of the organisation structure and hierarchy within an NHS Organisation. Workstructures are hierarchical and consist of organisational units, departments, locations and positions. A specific URP manages workstructures.