

Initial Interactive Website Registration

Dear Colleague,

Thank you for indicating an interest in accessing the interactive Weqas web site for reports and result entry. For security reasons, access levels must be authorised by your Head of Department. In order for us to process your request, please complete the form below.

Full lab access users will have access to all reports relating to your laboratory. We can provide more than one contact if you wish. This form may be copied as many times as required.

Section access users will only have access to their named section, as registered in the Weqas database and indicated on Weqas input sheets and reports e.g. SCBU gases. Section Access users requiring access to more than 1 section will receive a separate username for each section required.

We can also provide access on a group / regional basis; however, signed permission from each laboratory head of department will be required. Please contact Weqas to obtain a Region registration form.

Lab Code _____
Hospital / Organisation _____

Full lab access users

Name of Lab User	e-mail address (please print clearly)

Section access users

Weqas Section name	Name of Section User	e-mail address (please print clearly)

Head of Department Authorisation

Signature _____ **Print name** _____

Title/Position _____ **Date:** _____

Please be aware, once a user name has been issued, it remains active until Weqas is notified that it is no longer required. It is therefore the responsibility of each participating lab to notify Weqas when a registered web user leaves a lab or changes their contact email. Please submit a user amendment form WF-QL1-wwwamend to notify Weqas of changes in user status, so that we can ensure that access to your lab's performance data is only available to appropriate personnel.

Guidance Notes:

Choice of User registration form:

- Use this form if you are requesting access as part of your initial scheme registration
- If you wish to replace or change the details of an existing user, please complete a user amendment form WF-QL1-WWWWAmend.
- If you are an existing Weqas participant and wish to add more interactive service users, please complete a user addition form WF-QL1-WWWWAdd

Lab code

- A two or three letter identification code which appears on your EQA reports and the results sheets issued with your samples. *See examples in section name guidance*

Hospital / Organisation

- The organisation which manages or funds your Weqas EQA registration – the primary contact point for your lab code. e.g. In a hospital setting this will normally be your Hospital Name, NHS Trust or Health Board. In community settings where multiple Health centres are grouped under a single lab code, this will often be the CCG or similar organisation managing your Health Check service

Choice of access level:

- Lab level access.
This provides a single login which allows you to submit results and view reports for all instruments registered under your lab code, including any additional instruments registered for your lab code in the future. It also allows you to update your contact information and Head of Department information on-line and to add or remove analytes from the list you want to report for on your existing scheme registration.
- Section level access
This level user permits access to result entry and reports for a single named 'section' in the database. In a hospital setting this will usually relate to a single instrument, ward or department. In a community setting, particularly where scheme registration is organised by a CCG or a similar organisation grouping multiple Health Centres under a single lab code, it would usually relate to a single GP surgery, Medical Practice or Health Centre. If you require access to two or more 'sections' but are not permitted the full access of a lab level account, you will be issued with a separate user name and password for each section required.

Weqas Section Name:

- If you are requesting section level access, you should indicate the name of the section as it is registered with Weqas. Please write this as it appears on your EQA reports and the result sheets issued to you with your samples. *See examples below*

EQA report

Lab Code: AAE Section: Afinion Instrument: Afinion AS100

Scheme: Glycated Haemoglobin. Distribution Code: H244. Distribution Date: 16/08/16. Final. Report Issued: 2/09/16				
HbA1c IFCC (mmol/mol)	1	2	3	Analyte SDI
Reported Result				
Method Corrected Result				
Affinity	Mean	35.00	38.35	46.95

Results Sheet

Wales External Quality Assessment Scheme

Return Sheet. Scheme: Glycated Haemoglobin

Distribution Code: H245.

Sent out on: Tue 20/09/16. Return by: Tue 04/10/16

Lab : AAE Section : Afinion

Analyte	Sample 1	Sample 2	
HbA1c IFCC			mmol/mol

- If you are requesting Lab level access, enter N/A in this box

Head of Department Authorisation

- This should preferably be the person registered with Weqas as your Head of Service.
- For section level access for a lab code covering a group of different health Centres, authorisation can be provided by your practice manager or GP

NB Where neither the authoriser or prospective user have any previous known registered affiliation with the lab code indicated, additional validation will be sought from the existing lab code contacts