**Appendix 3  
EDGE Administrator Declaration of Understanding**

EDGE Administrator access comes with a range of unique responsibilities. It provides unlimited access to all aspects of the University Hospitals Of Leicester NHS Trust EDGE Instance which has multiple uses and many of the Entity Lists (Attributes) and Workflows have been designed with specific speciality needs in mind.

You require EDGE Administrator access to be able to add Workflows, Entity Lists (Attributes), add GCP / Consent Training certificates and CV’s to individuals within your specialties. These functions will enable you to facilitate the Capacity and Capability process within your specialty and you won’t be 100% reliant on R&I Corporate adding things on your behalf.

Please read the following statements and initial where indicated:

|  |  |  |
| --- | --- | --- |
| No. | Statement | Initials |
| 1, | I confirm that I understand the responsibilities that having EDGE Administrator rights provides. |  |
| 2. | I undertake that I will make no adjustments to Attributes / Workflows without gaining express written permission from Head of Research Operations. |  |
| 3. | I undertake that I will not provide any other individual with Administrator rights. |  |
| 4. | I undertake that I will add individuals to projects where they have legitimate access requirements. |  |
| 5. | I undertake as far as is possible to ensure that individuals who leave the Trust will be ‘deleted’ from the EDGE records and all access will be removed. |  |
| 6. | I undertake to discuss any additional workflows / attribute lists for my specialty before commencing a build in the system. |  |

|  |  |
| --- | --- |
| Name: |  |
| Speciality: |  |
| Job Title: |  |
| Signature: |  |