

## RA06 Form – Additions & Modifications to positions

**Please note:**

This form can be completed online. Forms are only accepted from Directors of Services who are also sponsors or for new services from Project Managers where there is documented evidence that the service requirements have been discussed and agreed as part of a deployment project.

When a new role is necessary details will be required as to why an existing approved EPUT position is not appropriate.

When fully completed the RA06 must be sent, via from the Sponsors EPUT email account email to the EPUT Registration Authority at [REDACTED]

Incomplete forms will be returned and not processed

Once approval has been granted for the role RA02 will be required for staff to be given new access rights in line with RA policy

Is this request to add an existing approved position to a new SystmOne unit?	YES/NO
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If yes state workgroup code and name of unit	
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List all positions required for this service (these will only be approved in line with RA policy)	
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For requests to create a new position in an existing unit Give details as to why none of the existing approved roles are appropriate and what additional access rights are required	
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**Sponsor Declaration:**

I confirm that the details in this RA06 form are correct and should be applied by the Registration Authority to the user(s) via an RA02 request and in line with RA policy, who require these access rights.

	Sponsor (Sponsor to complete below)		
Name		Date	
Smartcard		Signed	_____

For completion by Registration Manager prior to staff being allocated these roles	
For already approved positions being added to new units no additional action required	
If appropriate for new roles, has advice been sought from Information Governance YES/NO	
If yes, please summarise and attach evidence to the form of their approval	
If request rejected please give reasons	

**RA Manager Declaration:**

I confirm that the detailed in this RA06 form are approved and should be applied by the Registration Authority to users via an RA02 request and in line with RA policy who require these access rights.

I confirm that this RA06 request is not approved for the reasons given above

	RA Manager		
Name		Date	
Smartcard		Signed	_____

For official use only: RICHMOND ID:

[EPUT RA 05 Version 2 September 2018](#)

**SAMPLE - DO NOT USE**