

## **Service Definition – G-Cloud 15**

### **Service name:**

Digital Organisational Compliance and  
Evidence Management

### **Supplier:**

Axia Digital Ltd

### **Framework:**

G-Cloud 15  
Lot 2b – Software as a Service (SaaS)  
Framework reference: RM1557.15

### **Purpose of this document:**

This document provides a descriptive overview of the Digital Organisational Compliance and Evidence Management SaaS service listed on the G-Cloud 15 Digital Marketplace. It is intended to support buyer understanding of the service's functionality, onboarding approach, support model, and end-of-contract arrangements.

### **Authoritative service information:**

The definitive service description, security controls, accessibility standards, pricing, service levels and contractual commitments are set out in the G-Cloud 15 service listing on the Digital Marketplace and apply in full to this service.

### **Scope:**

This document does not override or amend the G-Cloud framework terms or the service listing.

# About Us

Axia Digital Ltd is an established UK supplier of digital evidence gathering and assessment services. The Digital Organisational Compliance and Evidence Management service is delivered using Axia Digital's configurable SaaS platform and is used by public sector organisations including NHS England, universities and professional bodies.

# Our solutions organisational recognition

- Examples of organisational compliance solutions delivered
  - RPS – Greener Pharmacy Toolkit
  - Educational Development Trust – Quality in Careers Standard
  - CSW Group – Quality in Careers Standard
  - The Heritage Council Ireland - Museum Standards Programme for Ireland
  - Society of Radiographers Course Accreditation
  - NHS England Centre for Advancing Practice

# Adding Evidence

- Different sections are populated according to evidence type, which then governs the rules of assessment.
  - We implement your forms
  - Field level permissions
  - Attachments
  - Action planning
  - In evidence discussion
  - Workflow assessment via linked assessors and/or ad hoc ticket invites

## Centre for Advancing Practice

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General

Career Details

Qualifications

Achievements

Other Learning/Training

Portfolio Route

Evidence to be confirmed

Externally Verified Evidence

CPD

CPD Activities

CPD Reflections

Annual Clinical Competence Reviews

Tool Box

### CPD Activities - Attachments

Please use the form below to manage your attachments.

File Upload



Drag & drop files here or [Browse Files](#)

Max file size 52MB

Finish

 **AXIA**Digital

# Linking evidence to frameworks

- As evidence is being added direct links can be made to the relevant competencies using the 'Insert competence reference'.
- When this is selected the relevant competencies can be directly linked to this evidence.
- Other evidence can be cross linked in a similar way.

Career Details

**Qualifications**

Other Learning/Training

Achievements

**Assessed Practice Based Learning**

Verified Evidence

Externally Verified Evidence

## Assessed Practice Based Learning - Edit

Please complete the fields below.

Title

Research

Date Undertaken

29/11/2019

Summary

Edit ▾

**B** *I* A ▾ **A** ▾          

My research project extends to be working with community pharmacists to understand the advice they are giving to patients requiring help with pain relief. This has required me to develop effective working relationships with them in order that I can understand their approach. I have demonstrated sensitivity in managing those relationships mindful of the pressures they are under.[COMP4.1]

 insert competence reference

# Framework evidence matrix

- The framework evidence matrix is then instantly populated and by selecting the framework, the evidence linked to that framework appears and the complete evidence can then be reviewed (See next slide).

The screenshot displays the 'Competence Evidence Matrix' interface. At the top, the title 'Competence Evidence Matrix' is shown in a purple font, with 'Guidance Text' below it. The main content area is divided into two sections: '1. Pillar One: Clinical Practice' and '2. Pillar Two: Leadership and Management'. Each section contains a list of competencies, each preceded by a circular icon with a number. In the '1. Pillar One' section, the first competency (1.1) is selected, and a pop-up window titled 'Evidence containing competency' is displayed. This window contains a single link: 'Practice Based Learning'. A 'Close' button is located at the bottom right of the pop-up window. The background of the interface is a dark grey, and the text is white or light grey.

# Peer / manager assessment

- Ability to add and track formal permanently linked assessors/mentors who have access to the organisations evidence.
- Ability to “invite” ad hoc peers/managers to validate individual evidence items via a ticketed invite.
- Ability to implement a mixed solution with both the above options.
- Verification, panels, boards and secondary assessment requirements can be implemented.

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[My Trainees \(DS\)](#)
[DS Self Development Area ^](#)
[Logout](#)

[Click to open/close full menu](#)
Session expires in 34:45

Designated Supervisor: Please complete declaration of competence within the DS Self Development Area.

### Your Trainees

Below is a list of all Trainee Pharmacists you are currently linked to along with information about their progress with the Foundation Training Year.  
The information entered by your Trainee Pharmacist(s) within the E-portfolio is live and updated every 5 minutes, please remember to refresh the page.

| Trainee Name            | Evidence awaiting DS action | Progress against LO | Progress against NHS England assessment activities | Meeting count | Absence |    |       | 13 W | 26 W | 39 W | 52 W |
|-------------------------|-----------------------------|---------------------|----------------------------------------------------|---------------|---------|----|-------|------|------|------|------|
|                         |                             |                     |                                                    |               | AL      | SL | Other |      |      |      |      |
| Example Trainee 2       | 0                           |                     | 1                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |
| Richard Etheridge Demo1 | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |
| Test Trainee            | 5                           |                     | 21                                                 | 1             | 10      | 20 | 20    | S    | S    | S    | S    |
| Sibtain Ali             | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | S    | N/A  | N/A  | N/A  |
| ChrisT Test             | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |
| Richard Etheridge Demo4 | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |
| Test Trainee3           | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | U    | N/A  | N/A  | N/A  |
| Richard Etheridge Demo6 | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |
| Richard Etheridge Demo3 | 0                           |                     | 0                                                  | 0             | 0       | 0  | 0     | N/A  | N/A  | N/A  | N/A  |

Why is my trainee not linked to me on the system?

Until your Trainee Pharmacist has received their login details and registered with the E-portfolio, they will not be linked to you. Linking will happen automatically after the registration process is complete.  
Your Trainee Pharmacist will need to start using the E-portfolio for you to activate this link.  
Please encourage your Trainee Pharmacist to keep recording their evidence using the downloadable forms on the NHS England website, ready to upload into the E-portfolio once they have access.  
Refer to the frequently asked questions on the NHS England E-portfolio and downloadable resources [webpage](#).

# Submission with the evidence embedded

- Creation of narratives allow the “telling of a story”.
- User can link evidence within the organisations evidence to real events in the workplace.
- User can create commentaries to paint a broader picture of the organisation.
- These “reflections” enable the assessor to gain a broader understanding of the user.
- Links making finding the relevant evidence simpler.
- Links can also be made to the framework(s).

## Critical Narrative with Linked Evidence

Use the edit button below to link any items out of your portfolio of evidence to support your application.

✓ Complete your Critical Narrative

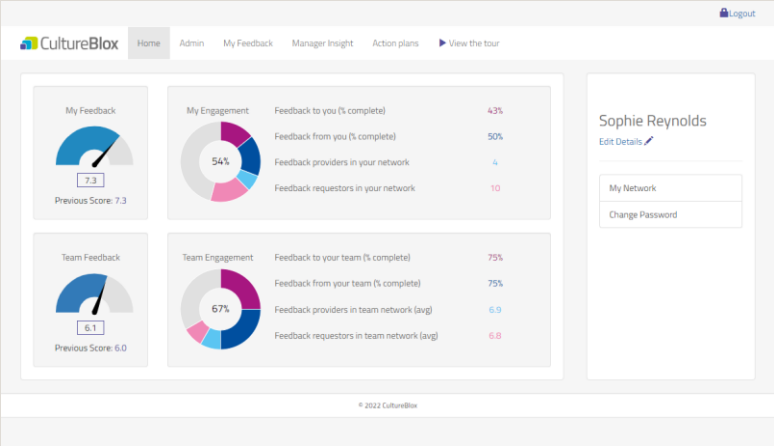
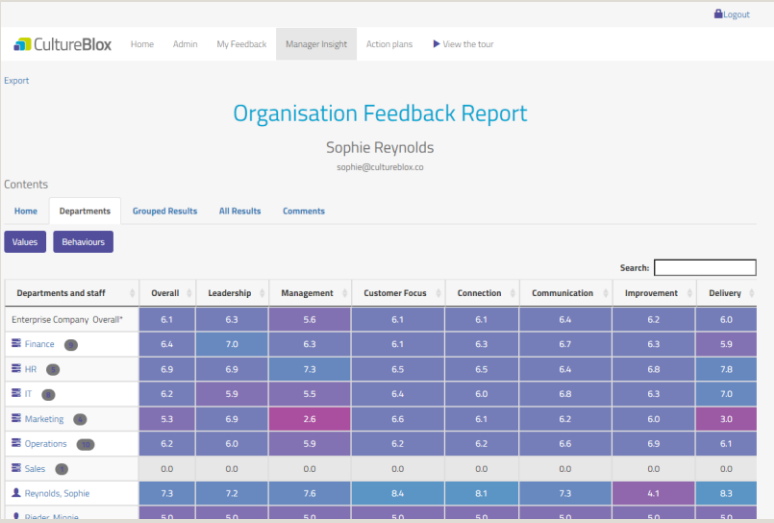
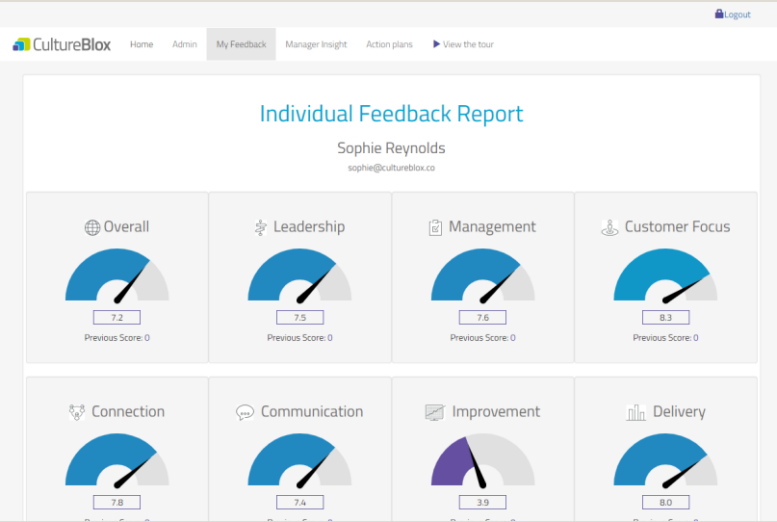
Over the last 10 years I have demonstrated a strong commitment to my own professional development. I enrolled in the Faculty programme with the Royal Pharmaceutical Society, having previously completed the Foundation programme and have regularly captured examples of the way my work and learning over the past few years. I have mapped these against the RPS' s competency framework over the years and have now reached the point where I have the required evidence to submit an application.

I have consistently demonstrated in the workplace that I have been operating an advanced practitioner. To mention one of numerous examples I now frequently work with the medical team to develop personalised prescriptions for individual patients.[Assessed Practice Based Learning Record \[CLICK TO VIEW\]](#)

I have also demonstrated a committed to research in order to further my knowledge and advance prescription practice. I am currently one of the local contacts for a major national research study.

Edit

# Dashboards





# NZIMRT

Richard Etheridge NZIMRT  
Membership Number: retheridge

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### myMembership

|                          |                                                                                |
|--------------------------|--------------------------------------------------------------------------------|
| Status                   |                                                                                |
| Type                     |                                                                                |
| Region                   |                                                                                |
| Last payment             | 12/05/2017<br>\$1.15                                                           |
| Current subscription     | 2019/2020[Started]                                                             |
| MRTB registration number | AIM1234                                                                        |
| Specialities             | <ul style="list-style-type: none"> <li>Emergency/Trauma</li> <li>CT</li> </ul> |

### myCPD - Current Triennium

|                            |                                                                                |
|----------------------------|--------------------------------------------------------------------------------|
| CPD activity               | 0                                                                              |
| Reading activity           | 0                                                                              |
| Significant learning event | 0                                                                              |
| Scope of practice          | <ul style="list-style-type: none"> <li>Medical Imaging Technologist</li> </ul> |

You have 0 hours of CPD activities recorded out of 60 required by the MRTB in the current CPD triennium (01/04/2020 - 31/03/2023).



Substantive: 0 hours

General: 0 hours

[View Previous Cycle](#)

Welcome to the members only area of the NZIMRT site - thank you for your commitment and support of your professional body.

[Enable viewing alt/funtionality?](#)

Our website has been optimized for viewing in a common, modern web browser (i.e., Windows Internet Explorer version 8 and above, Firefox, Safari and Chrome) with JavaScript turned on. If you are running any other browser or older browser version, you may encounter problems with certain sections of the website.

In this secure area you are able to undertake a number of activities including:

- My Account** - allows you to fully manage your own account - you can amend your own personal details and/or your password.
- myCPD** enables you to plan your CPD activities breaking them down into tasks; you can record and reflect on each of your CPD activities using templates provided truly capturing the impact of this CPD on your practice; you can even link each CPD activity to the MRTB's competence standards.
- Reporting Tools** - In the reporting tools section you will then be able to extract this CPD data for purposes such as demonstrating to your employer the CPD activity you have performed in readiness for your performance appraisal. We also have a bespoke report to assist you for when you are called for audit by the Medical Radiation Technologists Board (MRTB).
- CPD Tools and resources** - The NZIMRT has endeavoured to supply its members with appropriate online material for CPD in areas of interest to the profession.
- Funding Opportunities** - for both groups and individuals are available and further information can be found under the CPD resources section of this website

N.B. Remember that this is **your section** as a member and your username and password restricts access to you.

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ROYAL PHARMACEUTICAL SOCIETY

Home

General Practice Transition Programme

Dashboard

Framework Summary

Evidence of Learning

Learning Actions

Learning Needs Analysis (LNA)

CPD Planned

CPD Unplanned

Peer Discussion

Reflective Account

My Programme Details

Learning Events

Useful Resources

End of Programme Review

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My Details

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Toggle menu

Logout as Richard Derridge (Admin) Logout

Session expires in 34:00

## General Practice Transition Programme

The General Practice (GP) transition programme supports learners through their transition to the GP Practice environment enabling them to develop essential knowledge, skills, experiences, and behaviours to be a safe and effective pharmacist. This programme is for pharmacists who are undertaking the Health Education and Improvement Wales (HEIW) GP training programme.

Alert Title

Alert Text

| Learning Events                     |       |
|-------------------------------------|-------|
| Clinical Examination Skills (CES)   | 0 / 6 |
| Telephone Consultation Skills (TCS) | 0 / 6 |

End of Programme

End of Programme Review Not Started

## E-portfolio

| Evidence of Learning |       |
|----------------------|-------|
| Evidence of Learning | 2 / 2 |

| Learning Tools and Records    |       |
|-------------------------------|-------|
| Learning Needs Analysis (LNA) | 0 / 6 |
| CPD Planned                   | 0 / 6 |
| CPD Unplanned                 | 0 / 6 |
| Peer Discussion               | 0 / 6 |
| Reflective Account            | 0 / 6 |

Micro Surgery

Actions

Procedure Assessment

Reflections

Work Based Assessment

File Upload

Assessment Criteria Summary

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Admin

Logout

Toggle menu

Session expires in 29:21

Logged in as Richard Etheridge

Micro Surgery

[Back to pathways](#)

Module 1 - Basic Microscope set up, instruments and Microsurgical Technique

Total Evidence Count: 5

| Assessment Criteria                    | File Upload | Procedure Assessment | Reflections | Work Based Assessment |
|----------------------------------------|-------------|----------------------|-------------|-----------------------|
| A Microscope set up                    | 2           | 3                    | 3           | 1                     |
| B Instruments and vessel preparation   | 3           | 3                    | 3           | 1                     |
| C Needle handling and suture placement | 2           | 3                    | 3           | 1                     |
| D Knot tying                           | 3           | 3                    | 3           | 1                     |

Module 2 - End to End (J772) Anastomosis

Total Evidence Count: 5

Module 3 - Vascular repair

Total Evidence Count: 1

Module 4 - End to end anastomosis, back wall first

Total Evidence Count: 1

# Our approach to onboarding



SKILLED AT UNDERSTANDING  
REQUIREMENTS/IDENTIFYING  
IMPROVEMENTS



A FULL AND PROACTIVE  
PARTNERSHIP



AGILE APPROACH  
UNDERPINNED BY RIGOROUS  
PROCESSES



COMMITTED TO  
CONTINUOUS  
IMPROVEMENT



FUTURE PROOFED,  
COMMITTED TO INNOVATION

# Service Levels and Maintenance

- Service availability, support hours, incident response and escalation arrangements are defined in the G-Cloud 15 service listing and apply in full to this service.
- Maintenance activities are provided in line with the service listing and pricing document. Changes outside routine maintenance are subject to formal change control.
- Minor configuration or content changes may be implemented where agreed and in accordance with Axia Digital's formal change control process. Changes requiring significant development effort, including new sections, new forms or major dashboard redesigns, fall outside routine maintenance and are subject to separate agreement.

# Onboarding

- Onboarding timescales vary depending on configuration complexity and client readiness and are agreed during project initiation.
- Security, accessibility and data protection controls are defined in the G-Cloud 15 service listing and apply in full to this service.
- You will have a dedicated client manager who will oversee your implementation
- A senior technical resource may be assigned to support solution onboarding where appropriate.
- Your solution will be brought up in our QA environment and moved to production after user acceptance testing
- Once in the live environment you will receive intensive support for the initial post go-live period
- We have annual review meetings with clients as a minimum and prefer regular dialogue to ensure the solution meets your needs

# Offboarding

- Our standard contract is very clear. The data you have created is yours, as is all the data created by your userbase
- We will work with your technical team or the future supplier technical team to determine the best export solution
- Given the relational nature of the data, structured formats such as XML and JSON are recommended
- All customer data is securely deleted after contract expiry, following confirmation of successful data extraction unless there is a legal requirement to keep data
- All domains and content are your IPR
- The Core platform IPR remains with Axia Digital at contract expiry.