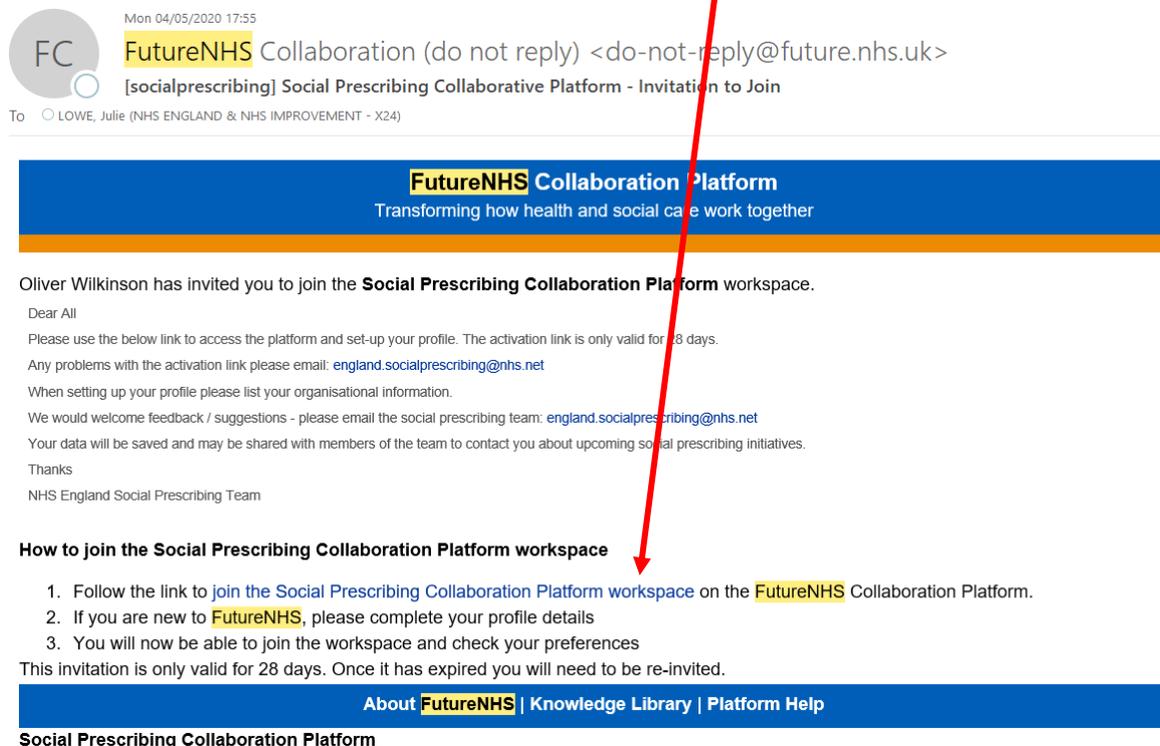


## Social Prescribing Collaboration Platform – User Guide

Welcome to the Social Prescribing Collaboration Platform! This is an online space for Social Prescribing Link Workers (SPLWs) working with Primary Care Networks (PCNs) to access key documents and updates about Social Prescribing to support you in your role. The platform also includes webinar recordings, case studies, forums to seek peer support and ask questions and regional spaces which are under development. You are also welcome to join the platform if you're not a PCN-linked SPLW, but be aware that not all the information will apply to your role.

### Joining the platform

When you are approved to join the platform, you will get an email that looks like the following. If you do not receive an email check your junk and spam inbox. If you have not received this email 48 hours after being approved to join, please email [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net). You need to click on the following link to set up your profile and you can enter your personal details there.



Mon 04/05/2020 17:55

**FutureNHS** Collaboration (do not reply) <do-not-reply@future.nhs.uk>  
[socialprescribing] Social Prescribing Collaborative Platform - Invitation to Join

To: ○ LOWE, Julie (NHS ENGLAND & NHS IMPROVEMENT - X24)

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**FutureNHS Collaboration Platform**  
Transforming how health and social care work together

Oliver Wilkinson has invited you to join the **Social Prescribing Collaboration Platform** workspace.

Dear All

Please use the below link to access the platform and set-up your profile. The activation link is only valid for 28 days.

Any problems with the activation link please email: [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net)

When setting up your profile please list your organisational information.

We would welcome feedback / suggestions - please email the social prescribing team: [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net)

Your data will be saved and may be shared with members of the team to contact you about upcoming social prescribing initiatives.

Thanks

NHS England Social Prescribing Team

**How to join the Social Prescribing Collaboration Platform workspace**

1. Follow the link to [join the Social Prescribing Collaboration Platform workspace](#) on the **FutureNHS** Collaboration Platform.
2. If you are new to **FutureNHS**, please complete your profile details
3. You will now be able to join the workspace and check your preferences

This invitation is only valid for 28 days. Once it has expired you will need to be re-invited.

[About FutureNHS](#) | [Knowledge Library](#) | [Platform Help](#)

Social Prescribing Collaboration Platform

### Updating your Profile Information

Please update your personal information with region, job title and any other details you wish to share. This will help us to identify you in the future if you need permissions changing or are having technical difficulties with the platform. You can change your profile settings by going to **“My Account”** and clicking **“profile”** from the drop-down list (**“My Account”** shown in screenshots below for managing email notifications).

## Managing Notifications

If you are unhappy with the number of email notifications you receive from the site, you can change this yourself.

1. Click "**My Account**" then "**Email Preferences**" from the drop down (shown in screenshot image below)
2. Look to the "**workspace settings**" section
3. Modify your preferences. We recommend that you set immediate emails as "**never**" + a summary email weekly or **daily**
4. Click "**Save.**"

For more information click here: <https://help.kahootz.com/kb/articles/how-to-change-email-preferences>

The screenshot shows the user interface of the FutureNHS Collaboration Platform. At the top, there is a navigation bar with 'My Dashboard' and 'My Workspaces' as primary options, alongside search, notifications, tasks, and account icons. A red arrow points from the 'Account' icon to the NHS logo. The main dashboard area is titled 'My Dashboard' and contains several interactive elements: a 'Getting started' button, 'About FutureNHS' and 'About workspaces' cards, a 'COVID-19 resources' card, and two search bars for finding workspaces. Below these are sections for 'My Workspaces' (listing AAC Scorecard, Homepage, and IRLS and Accelerated Access Collaborative Workspace) and 'My Recent Items' (showing a CPD and logging learning message and a Joannes story).

## Platform Code of Conduct

At the bottom of the front page you will find the platform code of conduct. It's important that you read this code to keep our community a safe space for everybody to collaborate and find information.

We recommend not sharing your email address in the forums. When you do this all members of the platform can see it – around 3000 members. If you choose to share your email and receive any marketing or 'selling' emails from organisations, please email [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net). We do not allow promotional or sales messages on the platform.



## Our code of conduct

### ✓ DO'S

- Use this platform as a place to find information to support you in your role as a social prescribing link worker, and to connect and collaborate with your regional and national colleagues.
- Send documents and resources you think might be useful to your colleagues to [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net) so that the team can upload them into the right place on the platform.
- Be curious and share your thoughts and ideas with other members through forum discussions
- Report people using offensive comments and language to [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net).
- Tell [england.socialprescribing@nhs.net](mailto:england.socialprescribing@nhs.net) if you are approached by somebody advertising their business or attempting to sell to you.

### ✗ DON'TS

- Do not use the platform to advertise or sell services or items to the NHS and your colleagues. You cannot advertise external services. If you do this, you risk your membership being rescinded from the platform.
- Do not express comments or use language that could be deemed offensive by others in forums. The platform is a safe space for link workers to seek advice and support on a variety of issues. If you do this, you risk your membership being rescinded from the platform.
- Share any confidential information about patients or any documents that you do not have permission to share. Remember that, if the patient could identify themselves from your description, it's not appropriate to share.

### Notifications

[Learn how to manage your notifications](#)

## **What can I do on the Platform?**

### **Key Information and Documents**

You can access key information and documents to support you in your role as an SPLW, including the welcome guide, PCN reference guide and technical annex containing templates and information on how to carry out your role. Try clicking buttons titled “Information for new Link Workers” or “key Documents”, or going through the “resource hub” to the section titled “introducing social prescribing”.

### **Webinar Recordings and Slides**

You can access past webinar recordings and slides. Try following links to the “webinar library” or access COVID-19 specific webinars by following “coronavirus resources”.

### **Case Studies and Evidence**

There are numerous case studies and evidence for Social Prescribing available on the platform. We are working on collating case studies into a standard template. In the meantime, try looking through “evidence” and in the “case study library”

### **Forums**

We have forums specific to the COVID-19 response and general forums. Try looking at “discussion forum” or following “coronavirus resources”. The forums are a great place to ask questions and get responses from your colleagues.

### **Regional Spaces**

The regional spaces are under development but will provide a safe space for you to connect with your local colleagues and community. Try following “regional pages” and selecting your region.