

Introduction to OneFile

Chanelle Peters, NSHCS Digital Team



Key points to take away:

- SIGN UP FOR EMAIL ALERTS
- LEARN HOW TO SIGN OFF A SUBMISSION:
TICK & SIGN, TICK & SIGN, TICK & SIGN, TICK & SIGN
- Visit the Knowledgebase for downloadable guides, 'How to' videos and FAQs about OneFile
- Don't neglect RESUBMIT & feedback conversations
- You can request additional assessors be set up for your trainee
- Training Officers have to approve assessor nominations from trainees
- Any questions: nshcs.digital@hee.nhs.uk

OneFile

- OneFile guidance and videos:

<https://nshcs.hee.nhs.uk/knowledgebase/onefile/>