**End User Checklist**

This checklist is to assist the End User organisation throughout the process in understanding their responsibilities.

The checklist can be used when completing the Target Operating Model and when submitting/applying for an approval for any stage of the process; the checklist itself does not need to be submitted to NHS Digital.

The cross-references are to the End User Policy (EUP) and Target Operating Model (TOM).

**End User checklist**

| **Checklist** | **Cross references** | **Reviewed** |
| --- | --- | --- |
| Chooses, Accepts and Manages the Service | EUP para 5 |  |
| Contracts and Deploys the Service | EUP para 5 |  |
| Provides and updates data sharing agreements to NHS Digital | EUP para 12  TOM tab 3 – End User Organisation |  |
| Manages data control and processing | EUP para 12 |  |
| Uses the service for the use cases agreed and notifies NHS Digital of change | EUP para 9  TOM tab 3 – End User Organisation |  |
| Accepts technical risk associated with the Service | EUP para 5  TOM tab 5 - Architecture  TOM tab 9a – SMS Generic Requirements |  |
| Accepts clinical risks associated with the Service | EUP para 5  TOM tab 7 - Clinical Safety |  |
| Maintains IG and information security controls and accepts the security of the Service | EUP para 5 and 9  TOM tab 6 – IG and Security |  |
| Accepts the non-functional aspects of the Service | EUP para 5  TOM tab 5 - Architecture |  |
| Manages the Supplier and ensures that the deployment is maintained in line with technical specifications | EUP para 5 |  |
| Arranges helpdesk and incident management services for the Service | EUP para 5d  TOM tab 8 - Service |  |
| Accepts that the national capabilities that enable the Service are provided on an “as is” basis | EUP para 3 |  |