

Guidance for uploading resources to Hospice IQ

This brief guidance document explains how to upload documents to the Hospice IQ website.

Rationale

The rationale for developing Hospice IQ was to create an interactive, web-based platform that offers a single point of access for hospice care providers around the UK to key intelligence, information, resources and policies relevant to the business of running a hospice care service in the modern world. Combine this with the forums and the directory of companies that provide services and products relevant to the hospice sector, and we are creating a central hub that will enable a virtual network of real time national and peer support.

The number of resources will build over a period of time, and will be dependant on our members' engagement by uploading their own documents.

Uploading your resources

All Hospice UK members will be able to upload their resources to Hospice IQ. The name of your organisation will appear in the listing along with a link to other resources you or a colleague may have uploaded. Note that you will need to be logged in to do this (see details about logging in later in this document).

What to upload

Hospice IQ is aimed at supporting hospice care providers with all aspects of running a successful organisation. Therefore, we would encourage you to submit any useful documents you are happy to share with fellow Hospice UK members. For example (this is not an exhaustive list): policies, procedures, protocols, guidance documents, audit tools, annual reports, job descriptions, patient information leaflets, case studies of successful fundraising events or innovative projects, etc.

File types

Hospice IQ can accommodate most file types, including PDF, Word, Excel, JPEG, GIF, PNG and PowerPoint. Please try to keep the file size as small as possible (ie maximum of 10MB), as very large files may take a long time for people to download.

How to upload a resource

There are a couple of ways you can get to the form for uploading a resource:

1. Hover over 'Resources' in the top navigation bar and then click on 'Add Resource' from the drop-down.
2. Click on 'Resources' in the top navigation bar and then click on the green 'Add Resource' button at the top of the 'Resources' landing page.

Description *

Description

Document *

Select

Image

Select

Categories

Business support Care and clinical Communications
 Finance Governance Income generation
 Workforce

Tags

Accounting Admissions Advance decisions
 Appraisals Apprenticeships Assisted dying
 Bereavement Breaking bad news Business plans
 Care after death Care homes Carers
 Cash handling Commissioning Communicating
 Communication strategies Community care Competency
 Constitutions Contracting Corporate partnerships
 Crisis communications Data protection Day care
 Dementia Deprivation of Liberty Safeguards Direct mail
 Disclosure and barring Door to door Education and training
 Equipment Events Funding
 Gift Aid Grants and trusts Hospice at home
 Human resources In memoriam Income generation strategies
 Individual giving Induction Infection control
 Information governance Inpatient care Interpreter
 IT systems Job description Legacies
 Lotteries Mental capacity National Gardens Scheme
 Patient consent Patient records Payroll giving
 Pharmacy Quality governance Recruitment
 Rehabilitation Resilience Retail
 Revalidation Risk assessment Salaries
 Smoking Social care Staff
 Staff development Staffing levels Tax
 Trustees VAT Volunteers
 Work experience

Keywords

Keywords

I agree to the terms and conditions

Submit

Clicking on either of these will open a form (shown to the left) on which you can input the details of the resource and attach the document and your organisation's logo. If you aren't logged in at this point you will be prompted to do so (see below for guidance on logging in) Please make sure you assign your resource to a category, tag it and insert any key words that would help people to search for it. (If you would like to suggest other categories or tags to be added please email them to info@hospiceuk.org).

You will need to tick the T&Cs box and click on the green 'Submit' button to complete the upload. You will then get a message on the page telling you that you have successfully uploaded a resource and that you will be contacted once it has been published on the website.

Process once a resource has been submitted

Once you have uploaded your resource it is then checked by a member of staff at Hospice UK before being approved. Once it has been approved, you will receive an email informing you that it is live on the website. Resources will need to be reviewed every 12 months, and you will receive an email asking you to check it once that time arrives.

Editing or replacing resources

You can access the resources you or your colleagues have uploaded at any time (note that resources are assigned to an organisation, so anyone who is linked to your organisation on our database can access and edit uploaded resources belonging to your organisation). To do this,

simply hover over 'Resources' in the top navigation bar and then click on 'My Resources'. This will open a page with links to all your uploaded resources from which you can amend details or upload a new version.

Accessibility (logging in)

Please note that you will need to log in in order to upload and access resources on Hospice IQ. Your login details are the same details for the rest of the Hospice UK website. If you have not yet set up a profile with us, you can do so at the following link:

<https://supporter.hospiceuk.org/public/register/default.aspx> If you need any assistance with logging in or registering, please email info@hospiceuk.org

Contact us

If you have any questions or need any assistance, please don't hesitate to contact our Head of Publishing, Daniel Ward, on 020 7520 8221 or d.ward@hospiceuk.org