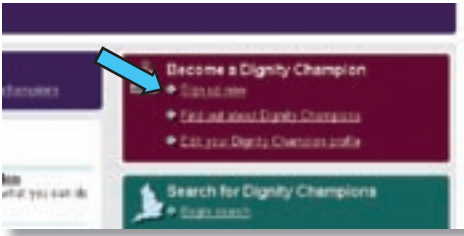


dignity champion sign-up guide



1 Open www.dignityincare.org.uk in your Internet browser.

2 Click on the **sign up now** link under Become a Dignity Champion.



3 Next to 'New Users' click the **register** button that will take you to the registration page.



4 Type your details into the boxes supplied and tick the boxes of the sector you work in / are part of. We have supplied some examples:

NHS (Hospitals)	Hospitals, Mental Health Trusts,
Primary Care Trust	All staff, commissioners
Social Care	Care Home Managers, Domiciliary Care, Support Workers, Students, Sector Skills Councils, Specialist Brokers, Social Workers
Local Government	Councillors, Government Funded Orgs
Local Authority	Councils, Social Services, Commissioners
Government Department	Regional, National
Independent Sector	Consultants, Residential, Nursing Care Home Staff, Domiciliary Care
Voluntary Sector	Not-for profit organisations, Charities
Private Sector	Profit organisations, Sales,
Education or Research Body	University, College, Training Providers
Service User or Carer	Direct Payment Recipients, Family carers
Housing Organisation or Association	Housing officers, extra care, sheltered housing
SHA	Strategic Health Authority representative

5 If you do not work for an organisation, enter **'none'** under organisation and job role.

6 Once you have completed the form, read through the privacy policy by clicking on the link named **Privacy Policy** and if you agree, tick the box below this link. To continue click **'Next Step'**.



7 Tick the boxes for your preferred network e-newsletter (please note you need to select **'Dignity in Care Newsletter'** to be taken to the dignity champion page). Select the button **Save eNewsletter Preferences**.

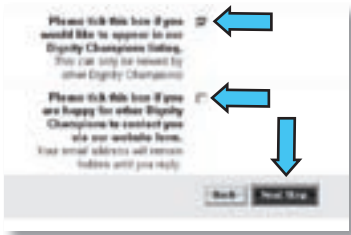
8 When asked 'if you would like to become a Dignity Champion', select **Yes**, then click **Next Step**... this will bring you to another form.

9 Continue to fill out your preferences. The choices differ depending on whether you choose 'someone who works in Health and Social Care' or 'Member of the public'.

NB: You MUST fill out WHY you want to be a dignity champion – this is a good opportunity to have your say and influence others.

10 At the bottom of the form you will be asked if you **would like to appear in the Dignity Champions Listing**. It would be very helpful for our statistics if you could tick this box. This way we can measure how successful the campaign is.

11 You also have the option to have **other Dignity Champions contact you via the website**. If you tick this option, other champions will be able to set up helpful networks and share good practice with you.



12 **Congratulations!** You are now registered as a Dignity Champion and will have the option to alter your preferences or return to the original page to continue to browse the website. You can change any of the details you previously entered by clicking on Your Details in the top right hand corner of the screen.



searching for other dignity champions

1 Open www.dignityincare.org.uk in your Internet browser and select Begin Search under Search for Dignity Champions.



2 You will be prompted to login. Please enter your login details and click **login**.

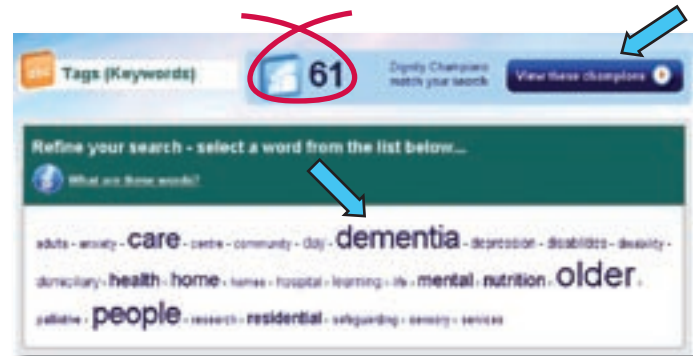
3 Select the region you are interested by ticking the box next to it. Within each region are counties. You can tick as many locations as you want. If you do not tick a county it will search the whole region. When you have chosen, click submit.



4 Choose what roles of the dignity champion you are interested in viewing. If you click 'select all' it will find details for everyone in the location you chose. When you have chosen, click submit.

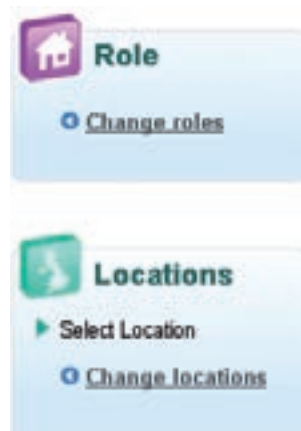
- 5 You will be taken to a screen where you can continue to view the results of the dignity champion search, or refine your search by clicking on what area they are interested in, i.e. dementia.

You will see the total results number of the search indicated in the red circle.



- 6 When you click 'view these champions' as above, you will be taken to a list of names. There you can view the champions, choose if you would like to contact them or view them on a map. The website gives you an option to alter your search by changing the role and / or location on the left hand side of the screen.

For further support with the website, a **Help** button is available at the top of the screen.



receive a free dignity badge

To receive your dignity badge please email your full name and postal address to: dhdignityteam@dh.gsi.gov.uk

If you do not have access to a computer, you can apply to be a dignity champion by calling 0207 9724007.

Skills for Care believes that dignity should be put at the heart of all care.



how can you promote dignity?

- 1 Have a zero tolerance of all forms of abuse.
- 2 Support people with the same respect you would want for yourself or a member of your family.
- 3 Treat each person as an individual by offering a personalised service.
- 4 Enable people to maintain the maximum possible level of independence, choice and control.
- 5 Listen and support people to express their needs and wants.
- 6 Respect people's right to privacy.
- 7 Ensure people feel able to complain without fear of retribution.
- 8 Engage with family members and carers as care partners.
- 9 Assist people to maintain confidence and a positive self-esteem.
- 10 Act to alleviate people's loneliness and isolation.



www.dignityincare.org.uk



Dignity Champion
Sign-Up Guide