



POLICY/PROCEDURE

TITLE:	CLINICAL INFORMATION SYSTEM TRAINING FOR NEW NURSES	ORIGINAL DATE: September 2016
IDENTIFICATION NUMBER:	OP 4037	LAST REVISION DATE: April 2017
HOSPITAL(S)	ALL HMC HOSPITALS / ENTITIES	NEXT REVIEW DATE: April 2020
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1.0 POLICY STATEMENT/PURPOSE:

- 1.1 The policy is formulated for all Hamad Medical Corporation nursing staff to ensure training on appropriate Clinical Information System (CIS) solution.

2.0 DEFINITIONS:

- 2.1 **New Nurses** - nurses who newly joined Hamad Medical Corporation and are still in their orientation period.
- 2.2 **Clinical Information System (CIS)** - is a computer-based system designed for collecting, storing, manipulating and making available clinical information important to the healthcare delivery process.
- 2.3 **Clinical Information System Access** - implies to the authorization of having correct privileges for clinical documentation and viewing in electronic health record.
- 2.4 **Clinical Information System Training** - training on specific essential role of new nurses in using the Clinical Information System (CIS). This includes self-paced web-based training, instructor-led classroom training and competency validation.
- 2.5 **Clinical Information System Solutions** - suites of Clinical Information System applications which are customized to nursing workflows and specialties:
- 2.5.1 **Firstnet** solution is the application for Emergency Department
- 2.5.2 **Carenet** solution is for inpatient nursing units
- 2.5.3 **Surginet** solution is for operating theatres and procedure areas
- 2.5.4 **Ambulatory** solution is for outpatient department and similar units
- 2.6 **Computer Skills Evaluation**- Validation used by Nursing Informatics to assess the general computer knowledge of nurses. All new nurses are required to pass computer skills evaluation within three months of probationary period.
- 2.7 **Basic Computer Orientation Course (BCOC)** - a course developed by Nursing Informatics to provide basic knowledge on computer functionalities and Microsoft Windows in preparing them in using CIS.



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3.0 PROCEDURE/PROCESS:

- 3.1 All new nurses of Hamad Medical Corporation shall undergo training in Clinical information System within their probationary period prior to assuming full responsibility of their nursing role.
- 3.2 Director of Nursing (DON) or Head nurse shall provide the list and specific details of the new staff necessary for training and position mapping to Nursing Informatics.
- 3.3 Nursing Informatics shall map the position of new nurses based on their job role and location of work as provided by the DON or head nurse.
- 3.4 Prerequisite to training:
 - 3.4.1 All new nurses shall undergo and pass computer skills evaluation.
 - 3.4.2 If any nurse fails the computer skills evaluation, he/she shall attend Basic Computer Orientation Course within a month.
- 3.5 Nursing Informatics staff shall enroll and assign required Web-Based-Trainings (WBT) for new nurses according to their role and assist them in completing it.
- 3.6 Upon completion of prerequisites, new nurses shall be scheduled for Clinical Information System instructor-led classroom training. Training shall be arranged by the Nursing Informatics Coordinator and shall be informed through email at least one (1) week prior to the training date.
- 3.7 Nursing Informatics staff shall conduct training that include:
 - 3.7.1 Instructor-led training on specific CIS solution
 - 3.7.2 CIS Competency validation
- 3.8 Successful completion of CIS solution training and competency evaluation shall validate new nurses as competent for independent clinical documentation in electronic health record.



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3.9 After completion of CIS training and competency validation, CIS access shall be granted to new nurses and they can independently document in CIS.

4.0 DOCUMENTATION: Not Applicable.

5.0 REFERENCES: Not Applicable.

6.0 ATTACHMENTS:

6.1 Appendix 1: New Hire Training Process Flowchart.

APPENDIX 1

NEW HIRE TRAINING PROCESS FLOWCHART

