

# ELECTRONIC HEALTH RECORD EDUCATION POLICY

## Summary of Changes

	NEW	Previous
<b>All Sites</b>	Standardized overarching educational requirements for accessing the CERNER EHR	HO by HO requirements by system
	EHR competency and education requirements defined	HO by HO system education
	Orientation content and process implications (time and resources)	
<b>VCH</b>		
<b>PHC</b>		
<b>PHSA</b>		

# ELECTRONIC HEALTH RECORD EDUCATION POLICY

## 1. Introduction

### 1.1. Purpose

The purpose of this policy is to define the education and training responsibilities for individuals required to access the CERNER **electronic health record (EHR)** as part of their work and/or designated duties.

### 1.2. Scope

This policy applies to all Health Organization (HO - i.e. VCH, PHC and PHSA) **medical staff, clinical and non-clinical staff, students**, and other internal and external individuals who require access to the electronic health record (EHR) as part of their work.

## 2. Policy

### 2.1. General Principles

#### 2.1.1 Education and Training Requirements for Attaining and Maintaining Competency Using the EHR Education

All individuals within scope:

- a. Must have basic computer literacy as defined by the individual's HO.
- b. Must **successfully complete** the required education before being granted access to the live EHR.
- c. Must maintain **competency** to use the EHR, including the completion of ongoing required education and training.
- d. Designated as medical staff must complete education as determined by the **Health Authority Medical Advisory Committee (HAMAC), Society MAC or HO MAC** as a requisite for continuing privileges.

### 2.2. EHR Access

- a. Access to the EHR will be terminated if an individual does not meet the educational requirements for continued use.
- b. Refer to Section 4.2 Related Policies for policies with additional criteria for EHR access.

## 3. Responsibilities and Compliance

### 3.1. Responsibilities

#### 3.1.1 All individuals within Scope are responsible for:

- a. Completing the EHR education requirements of their particular role and job function in order to be able to provide safe patient care and/or complete other designated duties.
- b. Maintaining their EHR competency when system changes occur, or when job functions change to include different or broader use of the Cerner applications or functionality.

## 3.2. Compliance

- 3.2.1** Compliance with this policy is expected. Anyone noting a violation of the policy may support others to locate and understand the policy and/or advise leadership of the need for education and support regarding the policy. After education and support is offered, and the person remains non-compliant, the HO may remove the person from their workplace position (job) up to and including termination of employment or privileges within the organization.

## 4. Supporting Documents

### 4.1 Guidelines/Procedures/Forms

- 4.1.1** To be determined.

### 4.2 Related Policies

- 4.2.1** [Access Management Policy](#)
- 4.2.2** [Role-Based Access Control Policy](#)
- 4.2.3** HO Privacy Policies
- [VCH Information Privacy and Confidentiality Policies](#)
  - [PHC Information Privacy and Confidentiality Policies](#)
  - [PHSA Privacy and Confidentiality Policies](#)

## 5. Definitions

**Clinical staff** refers to nurses (RNs, RPNs, LPNs, and Nurse Practitioners) and all regulated and non-regulated allied health professionals and their students.

**Competency:** The knowledge, skills, and judgement required in order to practice independently, safely, and effectively.

**Electronic Health Record (EHR):** A collective electronic medical record of a **patient** or a population of patients; specifically designed to support users by providing accessibility to complete and accurate health data, alerts, reminders, clinical decision support systems, links to medical knowledge, and other aids.

**Health Authority Medical Advisory Committee (HAMAC), Society MAC or HO MAC – Health Authority Medical Advisory Committee (HAMAC)** refers to combined VCH –PHC Medical Advisory Committee. **Society MAC** refers to PHC MAC. **HO MAC** refers to Forensic Psychiatric Hospital MAC, BC Children’s and Women’s MAC, or BC Cancer Agency MAC.

**Medical Staff** refers to physicians, dentists, and midwives and their students.

**Non-clinical staff** refers to staff that do not provide direct patient care (e.g. Scheduling and Registration staff, health information professionals, researchers).

**Patient** refers to patient, client, resident, or person in receipt of healthcare services.

**Successfully complete** refers to passing the minimum role based competency requirements for each individual's role. Passing grade will be set as per role based requirements.

## 6. References

Island Health. 2016. Electronic Health Record Education Policy. 16.1.30P

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Approving Body:	Name / Committee: PHC, PHSA, VCH		
Final Sign Off:	Name	Title	Date Signed
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