

OPS INSTRUCTION

To: All patient-facing colleagues

Date: 17th January 2021

OI Number: OI 136

Use of ePCR across the region

Background

The Trust deployed new iPads with the iOS version of the Siren Nova electronic patient care records (ePCR) software during the spring/summer of 2021 to help deliver our [EEAST Digital Transformation Strategy](#). The new hardware and software are to:

- Provide clinicians with a comprehensive range of clinical materials and databases to support their decision-making processes to deliver the most appropriate care pathway to the patient.
- Improve legibility of patient records to help reduce potential recording and handover errors and improve patient safety.
- Reduce the risk of losing patient records, improving our ability to analyse clinical activity and improve patient care standards; ensure we work to meet regulatory requirements in accordance with the Data Protection Act 2018.
- Improve capture of clinical activity to support clinical audit, research and quality improvement, and to inform future continued professional development (CPD), which will enhance training and development standards.
- Through SIREN web-viewer, enable staff to view individual records, they have created securely online via a web portal, to support and provide viewable evidence for personal development while at the same time ensuring compliance with regulation and policy by not

printing or photocopying records with patient identifiable data for use in paper-based or electronic portfolios.

- Demonstrate the Trust's ability to utilise the recent investment in the new hardware and electronic system and realise tangible benefits from it.

Expected usage

It is the expectation of the Trust that all patient care records will be completed on ePCR using personal issued iPads where an individual has been provided with a Trust iPad for their use. This will include Bank and Agency staff when provision of devices for these staff groups is established.

The completion of a paper record is to be treated as the exception and should be reserved for use only if there are advised/known and reported technical issues or failures. Where paper records are completed, a corresponding DATIX report will be required to identify the reason for it. However, this is not required when conveying patients to out of area hospitals that do not have Siren Notification Board (SNB) enabled.

The requirement to complete a DATIX report with each paper record will commence one month after the issue of this instruction. This is to allow for individuals to address any issues they have with their devices with support from local leads.

It is essential that DATIX reports are completed so the system can continually be improved and barriers to usage can be identified and removed.

Training

It is the responsibility of all individual staff in emergency operations to ensure they are competent using the ePCR device and software. Completion of training is essential for the use of ePCR software and

device processes and policies. Training materials are available via the 'Learn ePCR' icon on iPads and the [LMS365 site on SharePoint](#). Local trainers and super users are available to assist with follow up questions once online training is completed. If you have any competency concerns these must be raised with your line manager in writing as a matter of urgency so that the appropriate support can be provided.

New members of staff joining via one of the Trust's education and training centres or external providers, will have been enrolled in online iPad and ePCR training and arrive in operations competent in ePCR use.

Additional Support

Any individual with a recognised health or learning disability that will inhibit the use of ePCR must identify this to their AGM in writing so that guidance and support can be provided.

All staff must recognise the implementation of electronic patient care records is **not optional** for the Trust and therefore the transition must be made to complete all records electronically.

Paper forms such as recognition of life extinct (ROLE) and My Healthcare Advice, at this stage should continue to be completed on paper with pictures of completed paperwork attached to the ePCR.

**Marcus Bailey – Chief Operating
Officer**

Review Date – 10th March 2023