# APPENDIX 4

NHS Ayrshire & Arran Hospital Electronic Prescribing and Medicines Administration (HEPMA) System Access request form

# HEPMA system access request form

WellSky/CMM HEPMA (ePRESCRIBING) SYSTEM ACCESS REQUEST FORM FOR WARD STAFF

*Please ensure all sections of the form are completed before submitting. Failure to complete form correctly may lead to delay in access provision.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACCESS REQUEST DETAILS - To be completed by new user | | | | | | |
| **PC login username \*** |  | | **Forename** |  | | |
| **Designation/ Grade** |  | | **Surname** |  | | |
| **Hospital** |  | | **Department/**  **Clinical area** |  | | |
| **NHS Email Address \*\*** |  | | | | | |
| **Access required (please select one option only)** | Nursing | Staff Nurse☐ Midwife☐ ANP (non-prescribing)☐ Agency Nurse ☐ Student Nurse☐ Student Midwife☐ | | | | |
| Prescribing | Consultant ☐ Doctor☐ Midwife Prescriber ☐ ANP ☐  Other (please specify): ☐ | | | | |
| View only | Medical Records ☐ Dietitian ☐  Other (please specify): ☐ | | | | |
| **Additional Pharmacy System Access required** | | FY1 helper (Prescribers only) ☐ | | | | |
| S**ignature** |  | | | | **Date** |  |

\*Username issued by digital services – please note we are **unable** to provide Wellsky access until this in place.

\*\*Email address must be an **NHS** provided account in order for us to securely provide you with your login details

Staff are responsible for advising the HEPMA team of any changes in their circumstances which may require amendment/ suspension of your user profile. This includes (but is not limited to) change of grade, location or name.

|  |  |  |  |
| --- | --- | --- | --- |
| REQUEST AUTHORISATION - To be completed by line manager | | | |
| **Forename** |  | **Designation/ Grade** |  |
| **Surname** |  | **Department/**  **Clinical Area** |  |
| **Signature** |  | **Date** |  |
| Please send completed forms:  By email to: [Clinical\_Pharmacy\_El@aapct.scot.nhs.uk](mailto:Clinical_Pharmacy_El@aapct.scot.nhs.uk) | | | |
| We aim to provide access within 24 hours of receipt of fully completed forms (excluding weekends), with log in details sent out to the NHS email address provided above.  **Please note prescribers must complete the training prior to being provided with log in details (see overleaf).**  For any queries, please email [Clinical\_Pharmacy\_El@aapct.scot.nhs.uk](mailto:Clinical_Pharmacy_El@aapct.scot.nhs.uk) or contact a member of the HEPMA team via switchboard | | | |

# HEPMA TRAINING REQUIREMENTS FOR DIFFERENT STAFF GROUPS:

**Staff Nurse Training**

The primary source of training for a staff nurse is our [Learnpro](https://nhs.learnprouk.com/lms/user_level/NavigatorHome.aspx) course below:



Followed by, shadowing a fully trained nurse until competent. We also have a selection of quick reference guides within our Athena page.

# Staff Nurse PGD Training

The [Learnpro](https://nhs.learnprouk.com/lms/user_level/NavigatorHome.aspx) course below should be completed by any nurse that requires to document a PGD electronically on the WellSky (HEPMA) system.



# Staff Midwife Training

The primary sources of training for staff midwifes are our [Learnpro](https://nhs.learnprouk.com/lms/user_level/NavigatorHome.aspx) courses below:



Followed by, shadowing a fully trained midwife until competent. We also have a selection of quick reference guides within our Athena page.

# Prescriber Training

The training to use the WellSky electronic prescribing system as a prescriber is in two parts:

1. Online training which can be found on the [Learnpro](https://nhs.learnprouk.com/lms/user_level/NavigatorHome.aspx) site. This part of the training takes about 1 hour.

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1. Attendance at a 1 hour hands on prescribing session which provides the opportunity to use the system for prescribing within a safe “sandbox” environment with pharmacy training staff in attendance to answer questions on the system and provide guidance where required.

The Online training **must** be completed in full before attending a hands on session. Once you have completed part 1 please page the HEPMA page holder via switchboard or email [Clinical\_Pharmacy\_El@aapct.scot.nhs.uk](mailto:Clinical_Pharmacy_El@aapct.scot.nhs.uk) to book into part 2 (training hours are 08:30-16:30 Monday to Friday). Part 2 will be provided remotely and can only be completed using an NHS Ayrshire and Arran device on site.

**Both parts of the training must be completed before prescribers are given full access to the system.**