

## MedChart Use

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### Policy

All Staff and Approved persons will adhere to the below policy outline when using MedChart

### Scope

Prescribers, Pharmacists, Midwives, Nurses, Students (under their current scope of practice), Pharmacy technicians, Dieticians, Physiotherapists

### Definitions

In all other policies and procedures the term Drug Chart, Medication Chart or Medication record will pertain to the electronic MedChart system where used

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## Roles and responsibilities

The [CDHB Roles and Responsibilities Policy](#) continues to apply for MedChart management

All persons must adhere to their scope of practice when utilising MedChart

## Associated documents

[CDHB Roles and Responsibilities Policy](#)

[CDHB Checking Procedure Policy](#)

[Students Responsibilities with Fluid and Medication Management](#)

[CDHB Incident Management Policy](#)

**New** CDHB Oxygen and Infusions Chart C260131(replaces CDHB Medication Chart and Fluid Prescription Chart)

## Training

All Staff and Approved persons must complete MedChart training before using the system

### At Med Chart Roll out

- Small group training of CDHB staff before roll out
- Face to face support in the clinical setting at time of 'go live'
- Clinically based 'Champions' support long term

### Orientation at employment/Refresher training

- Small group training out for CDHB staff and contractors e.g. Lead Maternity Carers (LMCs')
- Face to face training in the clinical area for CDHB staff and contractors
- Clinically based 'Champions' support long term

### Supplementary and support e-learning training

[MedChart Training environment click here to access](#)

### 24/7 Clinical Phone Support

Support from the Emeds team is available on the below phone contact

Ext 80252 or Direct Dial (03) 3640 252

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**Please note:**

For Nursing/Midwifery students, training will be provided at CDHB orientation, or at Christchurch Polytechnic Institute of Technology (CPIT)

Agency staff will book in for training through ISG

Where a health professional comes from another hospital where MedChart has been used, the person is required to complete refresher training at the CDHB.

## User Agreements

Before using MedChart you are required to sign a user agreement to validate your electronic signature.

Your user agreement is signed at the end of your group training.

No person will be granted access to MedChart without completing a user agreement form.

ID must be sighted by an authorised person when signing the user agreement or access will be denied.

All users must have a CDHB Active Directory account before MedChart access will be granted.

CPIT students sign the CDHB Clinical Experience Registration form which covers MedChart use.

## Access requirements for Non CDHB staff

### Nursing/Midwifery Students/Clinical Lecturers and Contractor access

All Students, Clinical Lecturers and Contractors (e.g. Lead Maternity Carers) must receive training in MedChart use before participation in medication administration.

Students will be given access log in and user name details before placement.

Agency nurses will be given access after training. It is the Agencies responsibility to arrange training for their staff and only supply nursing staff with active access in MedChart.

For Nursing and Midwifery Students where a medication/fluid is **permitted** to be administered as per the [CDHB Student Nurse/Midwife Responsibilities with Fluid and Medication Management policy](#), the student will log in to MedChart as the administrator and utilise the supervising Registered Nurse/Midwife

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(RN/M) to co-sign the administration as per the CDHB Checking procedure in MedChart.

Where a medication/fluid **is not permitted to be administered and/or DIC checked** by the nursing student, the supervising RN/M must log in to MedChart as the administrator and identify if a Double Independent Check (DIC) is required for the medication/fluid. Where a DIC is required the co-sign must be either:

- With the student (**where the CDHB policy permits Students to DIC**)

OR

- Another approved person (**if the student is not permitted to DIC**)

**Please Note:** As per the CDHB Student Responsibilities with Medication/Fluid Management policy all medication administrations/DIC's by students must be directly supervised and 'countersigned' by the RN/M. Please also refer to the CDHB Checking Procedure.

### **Medical Student access**

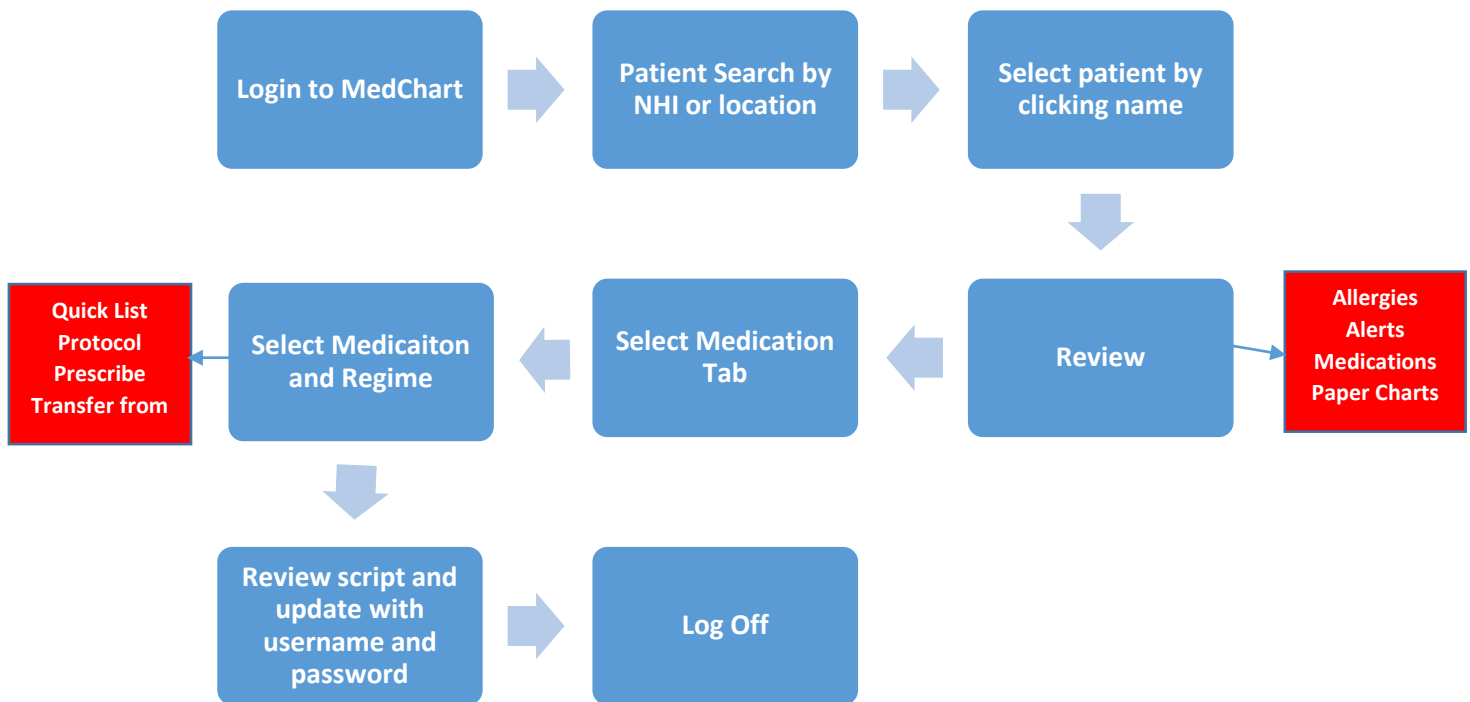
All Medical students must receive training in MedChart use and sign a MedChart user agreement before participation in medication prescribing.

Medical Students will be given access log in and user name details before placement.

Medical students will have prescribing function enabled, and are allowed to select medicines and dosing regimen, but are not allowed to 'update' i.e. e-sign, and instead should ask their supervising CDHB staff member prescriber to do the e-sign, as per current paper process.

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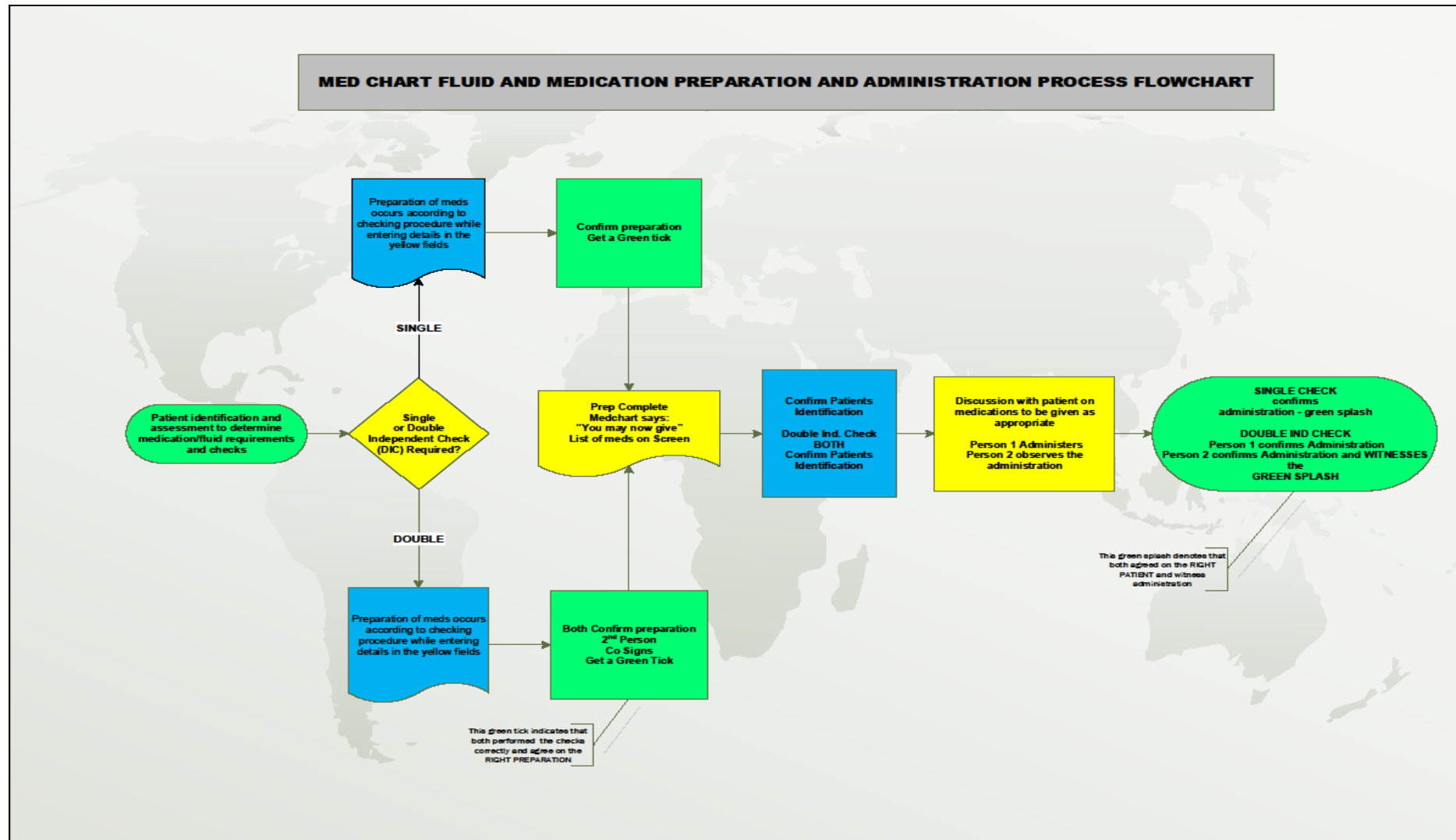
## Prescribing Process in MedChart



## Preparation and Administration Process in MedChart

See over for flowchart process

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## Measurement and Evaluation

All near misses and errors with Fluid and Medication management in MedChart will be reported via our Incident Management System i.e. 'Safety 1<sup>st</sup>'.

Themes with medication and fluid errors utilising MedChart will be reported to the appropriate groups for evaluation.

This policy will be audited during medication safety audits and via medication utilisation reports from ePrescribing data.

A record of staff and approved persons who have completed MedChart training will be held by user support and training

<b>Policy Owner</b>	Medicines Advisory Committee Chair
<b>Policy Authoriser</b>	Chief Medical Officer and Executive Director of Nursing
<b>Date of Authorisation</b>	15 December 2015

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