Nursing and Midwifery Student eMR Access Request

Electronic Medical Records (eMR) Access

All students on placement at Sydney Local Health District (SLHD):

- Are under the direct supervision of SLHD clinical staff.
- Are responsible for the privacy and security of SLHD patient information.
- Do not have a clinical load.

eMR Enquiries	**Education Provider** – for eMR access and password assistance **SLHD Clinical Supervisor** – for eMR functionality.

Required Training

Students must complete the following My Health Learning (MHL) module before eMR access:

Overview of the eMR for nursing students (Course Code: 182216601).

This module provides an overview of the eMR functionality used during your placement with the NSW Public Health System.

- Search for this module on My Health Learning by its course code.
- Download the certificate of completion (available to you once the module is complete).

MHL Enquiries	**State Wide Service Desk** on 1300 28 55 33.

Steps to SLHD eMR access

1. Complete the online training and download your Certificate of Completion from MHL.
2. Fill out all sections on this form.
3. Sign the agreement for use of the eMR in SLHD, as well as the Data Security Declaration.
4. Return your MHL Certificate of Completion with this completed form to your Education Provider.

SLHD requires five (5) business days ***from date of receipt*** to process forms.

Illegible, incomplete and / or unsigned forms will not be accepted.

Forms containing information not matching student enrolment details will not be accepted.

Authorised Education Provider to complete

I authorise and recommend the student identified on this form for the SLHD eMR access requested. I have arranged appropriate supervision, education and support for the student to safely use the eMR.

Name:	
Position:	
Email:	
Signature: *(Handwritten or digital signatures only)*	Date:

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Student End User Details

*Sections marked with * require a response.*

*Family Name	
*First Name	
Middle Name	
*Student Email Address:	
*Hospital	
*Position/Designation	
*StaffLink ID (NOT Student ID)	

eMR Access Required

eMR access is provided for three years from the first day of placement. This access expires when the eMR account is not accessed for a period of six months. In this instance a new request must be submitted.

Date of SLHD placement commencement	Date:

Data Security and Privacy Declaration

My signature below confirms:

1. I have *read and understand* the end user responsibilities as outlined on page 3 of this form.

AND

2. *I accept and will comply* with the end user privacy and data security obligations as outlined on page 3 of this form.

*Name:	
Signature: *(Handwritten or digital signatures only)*	*Date:

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Health
Sydney
Local Health District

SLHD eMR END USER PRIVACY AND DATA SECURITY OBLIGATIONS

1. Confidentiality of Information

Information within the eMR is classified as OFFICIAL: Sensitive – Health information (in accordance with the NSW Government Information Classification, Labelling and Handling Guidelines). As such you are responsible for maintaining the confidentiality of client data, including information referring to staff who are / have been patients in Sydney Local Health District (SLHD).

Your responsibilities to maintain confidentiality of client data is governed by privacy principles relating to the collection, use, disclosure, and security of personal health information. Your responsibility therefore extends to maintaining the confidentiality of all information copied / printed or sourced from SLHD Information Systems. You must not publish this information on any information exchange (including the Internet / World Wide Web).

eMR system log-ons are regularly audited to identify and investigate potential security breaches. You are responsible for logging off after accessing SLHD information systems, to ensure that others cannot breach security using your name and password. If breaches occur under such circumstances, you will be held accountable.

You accept that, if a patient requests details of staff who have accessed their personal electronic health record, your name may be provided to that patient.

You acknowledge that you will access SLHD information systems either:

- As a member of the patient's treating team and have only accessed patient information relevant to the performance of your duties, and that you will not breach any provisions of privacy legislation.
- To view a patient's record for other purposes relevant to the performance of your duties (e.g. research, quality etc.), and that you will not breach any provisions of privacy legislation.

2. Confidentiality of Passwords

Passwords must be a minimum of eight characters long. Do not use your first or family name or any password that could be easily guessed by others. You will be prompted to change your password every 180 days from the first time you log in.

Your personal password must be regarded as confidential and protected accordingly. Do not inform other people of your password. Change your password if you believe someone else may know it.

3. Password Security

No staff member is to attempt to bypass the security systems or attempt to obtain passwords or privileges issued to other staff members.

4. Software Security

You are responsible for maintaining the confidentiality and integrity of software (e.g. copyright) whether developed by SLHD or commercially purchased.

5. Hardware Security

You are responsible for ensuring that SLHD computer equipment provided to you is protected from theft, damage, or unauthorised access.

6. Reporting Lapses of Security

You must report to your supervisor any attempts to bypass security systems or to gain unauthorised access to devices and information systems.

7. Responsibilities under Privacy Legislation

You are aware of your responsibilities under the Health Records Information Privacy Act, 2002 and the Privacy and Personal Information Protection Act, 1998, as outlined in NSW Health, SLHD policy documents. As such, you understand that you are not to access your own records unless in the presence of your medical practitioner. You are not to access work colleagues, friends or family members records.

For further information about your responsibilities under Privacy Law, refer to the Privacy Information page on the SLHD intranet.

Mandatory NSW Health privacy and security training is available online from My Health Learning, accessible via the SLHD Intranet.

Where you act contrary to the above responsibilities and requirements, action will be taken in accordance with the Ministry of Health Code of Conduct and relevant policies/procedures (e.g. Privacy Management Policy, Disciplinary Procedures). Note that formal disciplinary action will be taken where a breach of privacy is found and may result in dismissal.

Access to the SLHD eMR will not be granted if the above responsibilities are not acknowledged and accepted.