


Standard Operating Procedure (SOP) Hospital Electronic Prescribing & Medicines Administration

SOP Number:	3
SOP Title:	Legal aspects/Access to Health Records

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Effective Date:	Nov 2020
Review Date:	Nov 2021

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1. Purpose

This purpose of this document is to describe the process to be adopted and implemented by the Health Records Legal Department to support Legal Aspects/Access to Health Records requests in relation to an inpatient episode as follows:

- Any patient currently admitted to or who has had contact with a live HEPMA Ward during their inpatient stay(s).
- Any patient discharged or who has had contact with a live HEPMA ward during their inpatient stay.

This process will require to be adopted through all stages of the HEPMA implementation across all NHSGGC inpatient wards.

It should be noted that the exception to this is where a different/other electronic kardex application is already used in wards, namely:

- CareVue (ITU/ICU wards)
- MetaVision (Paediatric Intensive Care Unit - PICU)

These are routinely scanned to Clinical Portal, but please refer to existing Health Records Legal SOP for these areas.

2. Introduction

Wellsky is the name of the software supplier of the **HEPMA** application. HEPMA stands for: **Hospital Electronic Prescribing and Medicines Administration**. This is a new computer system that will replace the paper drug chart (kardex) for inpatient areas across NHSGGC. Doctors and other prescribers will use HEPMA to prescribe medicines for inpatients. Nurses will use HEPMA to carry out drugs rounds and record the administration of medicines to patients. HEPMA will be rolled out in a phased manner across NHSGCC. The pilot will commence on 16th November 2020 and the live roll-out will commence February 2021.

3. Scope

The scope covers the following:

- Patients and "Boarders" admitted to a live HEPMA ward during their inpatient episode
- Patients discharged from a live HEPMA ward
- Patients transferred from a live HEPMA ward to a non-live HEPMA ward and subsequently discharged

4. Definitions

- **NHSGGC:** NHS Greater Glasgow and Clyde Health Board
- **HEPMA:** Hospital Electronic Prescribing and Medicines Administrations
- **WELLSKY:** Software used to provide HEPMA (3rd Party software supplier)
- **MAC:** Medicines Administration Chart
- **MAP:** Medicines Administration Profile

5. Responsibilities

- Health Records Legal Department
- HEPMA Pharmacy team

6. Specific Procedures

On receipt of a subject access request to Health Records, the process is as follows:

- i. Health Records to complete a HEPMA Access Request form and submit to the HEPMA Pharmacy team. In the short term, until a HEPMA Pharmacy team generic email box is created, the request to be emailed to: **Rob Puckett at: Robert.Puckett@ggc.scot.nhs.uk**
- ii. The HEPMA Pharmacy team will review the HEPMA system to establish if an electronic kardex exists. If the patient has historic electronic kardex, known as a MAP (Medicines Administration Profile), these will be converted to a PDF file and sent to the Health records requestor via email. A separate PDF will also be provided identifying user(s) involved in the patient care.
- iii. If the patient is still a current inpatient, a copy of the current inpatient electronic kardex, known as a MAC (Medicines Administration Chart) will also be converted to a PDF file and sent to the Health Records requestor via email. A separate PDF will also be provided identifying user(s) involved in the patient care.
- iv. The HEPMA Pharmacy team will clarify with Health Records if an electronic kardex does not exist and this will be confirmed by return of email request.

SPECIAL NOTE: Not all patient kardex will be recorded on HEPMA, i.e. not all kardex will be converted to electronic format, so Health Records will also be required to follow normal procedures.

7. Forms to be used

- MAC for ongoing use of current medicines – see sample [Appendix A](#)
- MAP for reference to previous medicines – see sample [Appendix B](#)
- Access to Health Records kardex request form – see sample [Appendix C](#)

8. Change History

SOP Number	Effective Date	Significant Changes	Previous SOP No.