



anf policy

# australian nursing federation

## information management and information technology<sup>1</sup>

Where the term 'nurse' is used it includes all licensed classifications including, but not limited to: registered nurse, midwife, enrolled nurse, nurse practitioner.

It is the policy of the Australian Nursing Federation that:

1. Each health agency should:
  - 1.1 have procedures and guidelines that comply with relevant Federal and State legislation on privacy and personal information protection and electronic information security.
  - 1.2 have developed standards that are consistent with national standards for information management
  - 1.3 ensure the procedures and guidelines are reviewed regularly and the standards are met by all persons with clinical and management responsibilities
2. Having regard to the many purposes for which information may be used, permanent records made by nurses should be:
  - 2.1 legible, comprehensive, contemporaneous and accurate;
  - 2.2 objective;
  - 2.3 signed and dated;
  - 2.4 confidential;
  - 2.5 prepared in conjunction with, and validated by, the individual concerned whenever possible;
  - 2.6 relevant to the health care of the individual;
  - 2.7 prepared, recognising that written information has implications for the health agency's duty of care;
  - 2.8 protected from defacement, damage, destruction or deletions; and
  - 2.9 in accordance with applicable legislation.
3. Procedures for nursing information management should be developed and reviewed regularly by nurses in each health agency and should take account of:
  - 3.1 legislative requirements;
  - 3.2 national standards of information management; and
  - 3.3 contemporary information systems.
4. Nurses should network widely in order to determine their requirements for information technology systems which ensure both the effective use of nursing resources and the enhancement of patient care.

5. All opportunities should be taken to identify, process, retrieve and use data in ways which will facilitate patient care, improve co-ordination of nursing services, advance nursing knowledge and develop nursing practice.
6. In order to maximise the potential benefits of clinical information technology, the following issues must be adequately addressed in each health agency:
  - 6.1 the involvement of nurses, in decisions about the acquisition of information systems;
  - 6.2 access to and infrastructure support so nurses can utilise relevant clinical information technology;
  - 6.3 the allocation of adequate resources for the appointment of information management co-ordinators with the appropriate skills to manage the change process associated with the introduction of clinical information systems for nurses;
  - 6.4 the need for interface between nursing and other health agency information systems to enhance continuity of care, reduce duplication of data, maximise the use of data, and ensure the quality and integrity of data
7. Monitoring of information management should be included in continuous quality improvement mechanisms.
8. Resources should be provided to enable nurses and other health agency staff to understand the professional and legal implications of nursing documentation and to develop the skills necessary for the best possible management of information systems.
9. Development of appropriate information technology competence should be an integral part of all enrolled and registered nurse pre enrolment/registration courses.

*endorsed june 1998*

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- 1) The term information management refers to the collection, storage and exchange of data and information. Such data and information may be for clinical and/or management purposes.

Information technology refers to the electronic technology which may be utilised for information management purposes.