**Simulation Program**
**Operating Policy and Procedure Manual**

**SIM OP:** 90.266  Integration of EHR into Simulation-Based Activities – Educator Responsibilities

**PURPOSE:** The purpose of this policy is to stipulate the educator’s responsibilities when integrating EHR into simulation-based activities.

**REVIEW:** The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

**POLICY/PROCEDURE**

1.0  **Policy**

In order to ensure quality, service and usability, all EHR activities require notification to the Health Information Manager (matthew.pierce@ttuhsc.edu) at least 30 working days prior to the scheduled event.

Students and faculty new to using the EHR in a simulation-based activity are encouraged to attend online or in-class training session prior to using the EHR in their simulation-based learning activity. Providing training sessions for new users of an EHR elevates the quality of the learning experience and increases student and faculty satisfaction.

2.0  **Procedure**

Educators and/or lead educators integrating EHR activities using the Simulation Program’s training domain will:

**PREPARATION FOR INTEGRATION OF EHR INTO SIMULATION-BASED ACTIVITIES:**

A. Submit the reservation form for the activity and specify the use of EHR. Conflicts related to scheduling and EHR usage will be addressed by the Health Information Manager, the lead faculty member, and the director(s) of the simulation center(s). See SIM OP 90.090 regarding priorities of use.

B. At least 30 working days prior to the initial EHR educational event, the lead faculty must submit the three digit course record numbers for each course number and course location.
via email to the Coordinator of Special Projects at least 6 weeks prior to the first EHR educational activity. The purpose of this lead time is to allow the time required by TTUHSC Registrar’s Office to extract the student information and for UMC to create each student’s username.

C. For EHR username requests other than a new cohort of students, the faculty, staff or student will submit their username request, via email, to the Coordinator of Special Projects at least ten working days prior to the first EHR educational activity.

D. Require **all** students in your class to log into PowerChart prior to any EHR related assignment (formative or summative activity). This is important because appropriate security measures have to be taken to obtain login access. Throughout the process of obtaining access, user accounts sometimes require additional configuration. Further, passwords expire and user accounts may become disabled from inactivity or unsuccessful login attempts. It is the responsibility of the users to maintain their passwords and user accounts. The Simulation Program does not maintain user passwords and cannot guarantee at any time that any user can successfully login.

E. Once the student receives their username and begins to access Powerchart, the lead faculty will inform the students they can only access charts the student is assigned to.

F. Inform learners it is their responsibility to update their password every 90 days and that the system does not send reminders. The system will **NEVER** email a user related to passwords. Subsequently, users should never respond or click ANY links in an email related to Cerner or PowerChart passwords that does not originate from their instructor or Simulation Program Personnel. **Learners and faculty are to contact UMC IT at 806-775-9109 regarding any difficulties regarding their usernames and passwords.** There is also a self-service website, [https://itsecurity.teamumc.com/](https://itsecurity.teamumc.com/) that may be used, however it needs to be configured initially. **The Simulation Program staff do not have access to changing passwords.**

G. Require learners to register their identity at [https://selfservice.teamumc.com/showLogin.cc](https://selfservice.teamumc.com/showLogin.cc) setup self-service by visiting [https://itsecurity.teamumc.com/](https://itsecurity.teamumc.com/) and login into their account. The website will require each user to setup security questions.

H. Support from theSimulation Program will be offered during business hours, excluding holidays and weekends, when personnel are available. Though a reasonable timeframe may be expected, we cannot guarantee that immediate assistance is available at any time for any event.

I. Notify the Health Information Manager if there is a change of date or cancellation of your scheduled EHR simulation-based activity as soon as you are aware of the change/cancellation.

**EHR TRAINING:**

J. Attend and participate in planned EHR educator training workshops/meetings.

K. Recommend faculty develop EHR training modules specific to their profession in their school’s online platform.

L. Require learners to complete the **EHR training modules** in their school’s online platform, e.g. CANVAS, prior to the initial EHR activity.
INTEGRATION OF EHR INTO SIMULATION-BASED ACTIVITIES:
M. Submit EHR needs for the entire semester within the first 30 days of the semester. Needs include: Users, date of planned activities, data needed in each chart, and expectations for the functionality used.
N. After each experience has been developed, the instructor will be notified. It is the instructor’s responsibility to verify the data in the chart at least 5 working days prior to the EHR activity. Any corrections need to be sent to the Health Information Manager immediately.
O. The EHR component must be integrated when piloting each simulation-based experience.

ASSESSMENT OF INTEGRATION OF EHR INTO SIMULATION-BASED ACTIVITIES:
A. In the initial courses, a satisfaction survey is used to assess the quality and service provided by Simulation Program related to the integration of EHR into simulation-based EHR activities.
B. Surveys at the upper levels assess the learner’s perception related to the transference of EHR knowledge and skills (across multiple EHR vendor platforms) into the patient care setting.