

# Policy on Information Management and Information Technology

Re-endorsed by Annual Conference 2016

---

**Note:** This policy should be read in conjunction with the NSW Nurses and Midwives' Association Guidelines on Documentation.

## The NSW Nurses and Midwives' Association recognises that:

- Information management and information technology (IT) are integral to the delivery of efficient and effective health care.
- All nurses and midwives should embrace and incorporate the use of information management and information technology in the delivery of nursing care.
- All employers are responsible for providing adequate physical and human resources for the proper use of information management and information technology.

## The NSW Nurses and Midwives' Association adopts the policy that:

1. All health facilities should:
  - 1.1 have procedures and guidelines that comply with relevant Federal and State legislative requirements on privacy and personal information protection, and electronic information security;
  - 1.2 have policies and guidelines that are consistent with national standards of information management;
  - 1.3 ensure the procedures and guidelines are reviewed regularly; and,
  - 1.4 that these 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 and midwives should be relevant to the health care of the individual and the position of the nurse(s) or midwife (midwives).
3. All opportunities to identify, process, retrieve and use data in ways which will facilitate patient care, improve co-ordination of nursing services, advance nursing and midwifery knowledge and develop nursing and midwifery practice should be taken.
4. In order to maximise the potential benefits of clinical information technology, the following issues must be adequately addressed in all health facilities:
  - 4.1 the involvement of nurses and midwives in decisions about the acquisition of information systems;
  - 4.2 access, adequate infrastructure support and training for all nurses and midwives to utilise relevant clinical information technology;

- 4.3 the allocation of adequate resources for the appointment of information development coordinators with the appropriate skills to manage the change process associated with the introduction and ongoing enhancements of clinical information systems;
  - 4.4 the need for interface between nursing and midwifery 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.
  - 4.5 provision of appropriate clerical/administrative support for data entry associated with new IT programs, in circumstances where this data entry is clearly outside the nursing role.
5. Monitoring of information management should be included in continuous quality improvement mechanisms.
  6. Resources should be provided to enable nurses and midwives to understand the professional and legal implications of documentation and to develop the skills necessary for the best possible management of information systems.
  7. Development of appropriate information management and information technology competence should be an integral part of all enrolled, registered nurse and midwife pre enrolment/registration courses.

**Note:**

This policy should be read with reference to the following legislation:

*Privacy and Personal Information Protection Act 1998*

*Health Records and Information Protection Act 2002*