

## COVID – 19: Access to Patienttrack and EPMA for Agency and non-substantive bank staff

Agency/ NHSP - we request any Registered Nurse wishing to undertake shifts at the Trust be trained to use EPMA and Patienttrack prior to booking shifts.

### TRAINING

To facilitate this request Agency/NHSP - will provide the Registrant with the following link <https://moodle.stockport.nhs.uk> and advise the registrant to complete and submit the Moodle Access Request Form as soon as possible. This form asks the registrant for their NMC PIN. This is a mandatory request.

On receipt, staff in IT Training will create a Stockport NHS Moodle account - Weekdays 8.00am- 5.00pm . Weekends/BHs (8.00am – 8.00pm) *These hours will be reviewed post COVID or earlier based on demand.* This enables the Registrant to access EPMA and Patienttrack eLearning. If there are any issues, please call 0161 419 4710 during these hours.

### ACCESS

On completion of e learning, the Registrant will be prompted to complete their e-learning completion form which advises the System Administrators that an account needs to be created

Systems Administrators for EPMA and Patienttrack, will check the Registrants NMC PIN Number against the NMC Register before an account is created.

To activate the account, Registrants will be prompted to contact the Systems Administrator to obtain their login and password details

**In Hours: (Monday - Friday 9am - 5pm)** 0161 419 4759/4506

**Out of Hours:** Contact iBleep Co-ordinators (Patienttrack) via the hospital switchboard and EPMA on call via switchboard (EPMA)

### COMPENTENCY

For EPMA, on completing e learning, Registrants are required to print off a competency form. This will need to be signed by Trust nurse or pharmacist after witnessing 2 drugs rounds to confirm that the Registrant is competent in using EPMA. On completion these signed forms are to be sent to [stockport.nursing@stockport.nhs.uk](mailto:stockport.nursing@stockport.nhs.uk) who will ensure that the forms are forwarded to NHSP or appropriate agency to attach to the individuals training records

*NB: For EPMA - if an account has not been accessed during the previous month, it will be suspended. Individuals will need to contact the System Administrator to re-activate the account.*

CAG Approved document			
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To Note:	This document has been approved in accordance with the SOP for managing changes to practice during a pandemic. Please ensure these are the correct guidelines, once Gold command has been stood down		