

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -  
SHREVEPORT

**INFORMATION MANAGEMENT - EDUCATION AND TRAINING**

Purpose:

Provide guidelines to equip staff with skills, tools and knowledge to insure that data is accurate, available, safe and confidential. Each department shall determine which information systems staff will utilize, and the level of access required, to perform their job duties. Department orientation shall include verification of competency in the use of all required information systems.

Policy:

- I. Expectations
  - A. Department Responsibilities
    1. Provides education and or training to all staff who are involved with data entry, data collection, data analysis or who encounter patient, employee or fiscal information.
    2. Training must be provided, as appropriate, regarding software, programs or systems utilized.
    3. Education and or training regarding information management tools and processes must be completed within
      - a. 30 days of hire date
      - b. 30 days of any change in job position or newly assigned role that requires additional skills.
  - B. Training, Education and Competency
    1. Includes, as appropriate, but is not limited to:
      - a. Data entry
      - b. Data integrity
      - c. Data security
      - d. Access control
      - e. Use and disclosure of data
      - f. Backup, storage and retrieval of data
      - g. Measurement instruments

- h. Collection methodologies
    - i. Analysis and interpretation methodologies
    - j. Confidentiality
  - 2. Documentation in department personnel files regarding training, education and evaluation and or competency assessment.
- II. Invision Information System
  - A. Training Sessions
    - 1. Registration through the Training and Development Specialist, extension 55596.
    - 2. Training sessions coordinated and conducted by Education Staff in Admitting.  
  
Class Schedule:  
<http://www.sh.lsuhscc.edu/infotech/ocs/userservices/Invision/Training/classtrain.html>
    - 3. Training session content addresses basic functionality, which includes, but is not limited to, registration, order processing, charge/credit processing, and appointment scheduling.
  - B. Training Documentation
    - 1. Certificate of completion given to each participant.
    - 2. Attendance records maintained in the hospital-wide education database.
- III. Education/Training Resources
  - A. Training Opportunities  
  
Website reference and links to online calendars/schedules  
<http://www.sh.lsuhscc.edu> - select Education, Other Training Programs
  - B. Basic Computer Skills

1. Training available through Project Care:  
<http://www.sh.lsuhscc.edu/training.html> or call 675-6381.
2. Pre-requisite for Invision Clinical Information System classes  
– basic computer skills are a pre-requisite for Clinical Information System in web Invision/Net Access.

IV. Information Management Support

Help desk assistance with application or hardware within scope of services:

1. 675-5470, option 1 – Clinical Services
2. 675-5470, option 2 – Hardware/Software PC Support



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Administrator

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1/22/10

Date

Approved by Clinical Board: 3/20/01, 6/15/04, 2/20/07, 1/19/10

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