

National eHealth Record System Participation Policy

Policy Purpose

The purpose of this policy and associated implementation guidelines is to:

- inform NT Health employees, contractors and any healthcare provider authorised to use a NT Health clinical information system (**NT Health staff**) about their responsibilities in accessing and using the national eHealth record (PCEHR or personally controlled electronic health record) system; and
- promote compliance with the requirements of the Personally Controlled Electronic Health Record and Healthcare Identifiers Acts, Regulations and Rules.

Policy Statement

The national eHealth record system will be utilised throughout NT Health (including the Top End and Central Australia Health Services) in accordance with legislative requirements.

Legislative Basis and Related Documents

- *Information Act*
- *Healthcare Identifiers Act 2010 (Cth)*
- *Healthcare Identifiers Regulations 2010 (Cth)*
- *Personally Controlled Electronic Health Records Act 2012 (Cth)*
- Personally Controlled Electronic Health Records Regulations 2012(Cth)
- PCEHR Rules 2012 (Cth)
- PCEHR (Participation Agreement) Rules 2012 (Cth)
- PCEHR (Assisted Registration) Rules 2012 (Cth)
- NTG End User ICT Services Policy
- Department of Health Information Security Incident Guidelines
- Department of Health Privacy Policy

Principles

- Accountability – roles, responsibilities and accountabilities are clearly defined
- Compliance – comply with all applicable legislative and other requirements
- Trustworthy – information is accurate, relevant, timely, available and secure
- Privacy – personal information is protected in accordance with the law
- Managed – collection and provision of information is actively planned and managed.

Target Group

These guidelines apply to all NT Health staff who have been authorised to access the national eHealth record system, within the following entities:

- NT Department of Health;
- Top End Health Service;
- Central Australia Health Service; and
- any other entity from time to time which is in the control of the Minister for Health and which performs, or are to perform, functions related to the activities and functions of the entities described above.

Responsibilities

Chief Information Officer

The Chief Information Officer is NT Health's Responsible Officer (RO) in dealing with the Healthcare Identifiers Service and the national eHealth record system.

Chief Operating Officers and Executive Directors

Chief Operating Officers and Executive Directors are responsible for ensuring that all staff within their areas of responsibility adhere to NT Health's National eHealth Record System Participation Policy and National eHealth Record Implementation Guidelines.

NT Health staff authorised to use the national eHealth record

NT Health staff authorised to access and use the national eHealth record system have a responsibility to ensure they have completed mandatory training about, and understand, their role and responsibilities in accessing and using the national eHealth record as outlined in the training and the NT Health's National eHealth Record System Participation Policy and National eHealth Record Implementation Guidelines.

NT Health staff undertaking assisted registration for the national eHealth record

NT Health staff undertaking assisted registration for the national eHealth record have a responsibility to ensure they have completed mandatory training and understand their role and responsibilities in undertaking assisted registration as set out in the training.

eHealthNT Clinical Services Team

Staff in the eHealthNT Clinical Services Team have the responsibility to:

1. endeavour to administer consumer and clinical staff requests for PCEHR Maintenance Dashboard (Dashboard) activities within a reasonable timeframe, limited to:
 - disclosing existence of national eHealth record; and
 - removing documents from national eHealth record.

2. provide support in the use of the Clinical Information Systems which have capability to interact with the national eHealth record.

Policy Owner

The Chief Information Officer is responsible for responding to policy enquiries and ensuring this policy is kept up to date and is reviewed in accordance with any changes every two years.

References

Much of the content for the policy and implementation guidelines has been drawn from the Inner East Melbourne Medicare Local Sample Security and Access Policy template the Victorian Eastern Health Service national eHealth record system (eHealth Record) Policy, the Queensland Health Personally Controlled Electronic Health Record (PCEHR) System Participation Policy and Implementation Standard and the Western Australian Department of Health Personally Controlled Electronic Health Record (PCEHR) System Policy.

NT Health thanks these organisations for making their policies available.

DEFINITIONS

NT Health includes NT Department of Health, Top End Health Service and Central Australia Health Service and any other entity from time to time which is in the control of the Minister for Health and which performs, or is to perform, functions related to the activities and functions of the entities on behalf of NT Health.

NT Health Staff includes employees and contractors of NT Health and any healthcare provider authorised to use a NT Health clinical information system (CIS)

Responsible Officer has the same meaning as in the *Healthcare Identifiers Act 2010*.

Leonard Notaras
Chief Executive

Effective: 1 December 2014
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