

Nursing Informatics Leadership Competencies

Basic Computer Competencies

Basic Computer Competencies	Competency	Resources	Measure of Success
Novice/ Advanced Beginner	1. Understand concepts of information technology <ol style="list-style-type: none"> a. Hardware, types of devices b. Software c. Network d. Applications e. Internet f. Sharepoint 	<ul style="list-style-type: none"> • Basic computer skills class • MyTalent Resources for basic computer skills • Peer/SuperUser support 	Demonstrate ability to access applications for specific job functions.
	2. Uses the computer to access information <ol style="list-style-type: none"> a. Email- send and receive, open attachments b. Open applications and documents, log-in and log-out, save information 	<ul style="list-style-type: none"> • Basic computer skills class • MyTalent Resources for basic computer skills • Peer/SuperUser support 	Appropriate use of privacy and security measures
	3. Demonstrate basic skills with word processing and spreadsheets <ol style="list-style-type: none"> a. Open documents b. Locate and access information 	<ul style="list-style-type: none"> • Basic computer skills class • MyTalent Resources for basic computer skills • Peer/SuperUser support 	Demonstrates knowledge of basic Microsoft Office Tools
	4. Access information using the internet <ol style="list-style-type: none"> a. Difference between Internet and Intranet b. Access nursing resource information 	<ul style="list-style-type: none"> • Basic computer skills class • MyTalent Resources for basic computer skills 	Appropriately access web sites, both external and internal in compliance with policy.
	5. Describes basic privacy and security requirements: <ol style="list-style-type: none"> a. Patient privacy requirements b. Maintain security requirements for log-ons and computer access c. Adhere to HIPAA standards 	<ul style="list-style-type: none"> • Information Security Policy • Information Privacy Policy 	Follows THR requirements for Privacy and Security No breaches

Competent	1. Develop and deliver presentations using powerpoint	Powerpoint, internet, or other tools.	Provide a powerpoint presentation
	2. Creates and manages various computer applications a. Create documents b. Save documents c. Navigate through existing documents d. Copy, paste, move information.	Online Training	Creates and manages Word and Excel documents.
	3. Access and opens documents on Sharepoint	Online Training	Uses THR Sharepoint site for access to information.
Expert	1. Understands use of networks how data is managed within THR a. Client Server, LAN, WAN b. Transfer to data within the network c. Wired and wireless data management	Training Class, and other available resources	Provides 1 staff inservice on management of data within THR
	2. Creates and manages documents and libraries within Sharepoint a. Assigns users and groups b. Creates and organizes documents c. Pushes information out to staff.	Advanced online resources and internet courses THR Sharepoint Class	Administrator or contributor rights to at least 1 sharepoint site. Provides staff inservices on use of reference sites.

Information Literacy Competencies

Information Literacy Competency	Competency	Resource	Measure of Success
Novice/ Advanced Beginner	1. Knowledge - Determine the nature and extent of the information needed. <ol style="list-style-type: none"> a. Recognize a specific information need b. Define how the information is to be used. 	Information Resources-THR Library Resources	Demonstrates use of Nursing Process
Competent	2. Access needed information effectively and efficiently <ol style="list-style-type: none"> a. Identify types and availability of resources. b. Accesses resources for defined needs. c. Uses online search tools 	<ul style="list-style-type: none"> • Nursing Informatics Scope and Standards • Nursing Informatics- Where Caring and Technology Meet • TIGER Initiative website www.theTIGERinitiative.org 	Provides access to staff for needed resources
Expert	3. Evaluate information and its sources critically and incorporates information into practice <ol style="list-style-type: none"> a. Use information for a specific purpose in professional practice b. Evaluate outcomes and guide evidence for best practice 	<ul style="list-style-type: none"> • Nursing Informatics Scope and Standards • Nursing Informatics- Where Caring and Technology Meet • TIGER Initiative website www.theTIGERinitiative.org 	Present NI practice topic through formal presentation or article

Information Management Competencies

Information Management Competencies	Competency	Resource	Measure of Success
Novice/ Advanced Beginner	1. Manage and document all patient information and patient care activities in the EHR. <ol style="list-style-type: none"> a. Admission History b. Assessment, interventions using Nursing Flowsheets c. Medication Administration d. Patient Education e. Referrals f. Results Review 	<ul style="list-style-type: none"> • CareConnect Training Course • CareConnect Training Manual • Tip Sheets What's New Sharepoint Site: http://team.txhealth.org/teams/clin/CC/SitePages/Home.aspx	Documents patient care activities in the EHR, following THR Nursing Guidelines.
Competent	1. Manage Patient-Specific Care and Treatment Plans <ol style="list-style-type: none"> g. Care Plan h. Hand-Off Report i. Interdisciplinary Documentation j. Blood administration k. Order Sets- order modes 	Policies and Procedures: <ul style="list-style-type: none"> • Assessment, Reassessment and Documentation Policy • Orders Management Policy • Documentation Correction Policy • Medication Administration Policy • Blood Administration Procedure 	Manages information of complex patient's needs.
	2. Follows decision support rules and alerts. <ol style="list-style-type: none"> a. Completes activities within BPAs b. Documents in response to rules and alerts 	<ul style="list-style-type: none"> • CareConnect Training Course • CareConnect Training Manual • Tip Sheets 	Provides complete care of patients with complex needs
Expert	1. Facilitating Communications <ol style="list-style-type: none"> c. Facilitate interdisciplinary Communication via EHR including providers, pharmacy and other clinicians d. Facilitate Patient, Family and Care Giver Education 	<ul style="list-style-type: none"> • Nurse Leader Training • MyTalent Training Courses 	Unit CareConnect SuperUser – Facilitates interdisciplinary communication
	2. Trains and supports other	<ul style="list-style-type: none"> • MyTalent Training 	Acts as unit CareConnect

	<p>staff's use of the EHR.</p> <ol style="list-style-type: none"> a. Acts as a SuperUser b. Provides ongoing support 	<ul style="list-style-type: none"> • Unit Training 	SuperUser
	<ol style="list-style-type: none"> 3. Participates and contributes in ongoing development, optimization, and training of the EHR. <ol style="list-style-type: none"> a. Participates in Clinical Workgroups b. Makes recommendations for best practices c. Ensures correct workflows used 	<ul style="list-style-type: none"> • MyTalent Training • Unit Training 	<p>Acts as unit CareConnect SuperUser</p> <p>Participates or is a member of a clinical workgroup for EHR optimization</p>