

NHS Ayrshire & Arran Hospital Electronic Prescribing and Medicines Administration (HEPMA) System Access request form
HEPMA system access request form

WellSky/CMM HEPMA (ePRESCRIBING) SYSTEM ACCESS REQUEST FORM
 FOR WARD STAFF

Please ensure all sections of the form are completed before submitting. Failure to complete form correctly may lead to delay in access provision.

ACCESS REQUEST DETAILS - To be completed by new user			
PC login username *		Forename	
Designation/ Grade		Surname	
Hospital		Department/ Clinical area	
NHS Email Address **			
Access required (please select one option only)	Nursing	Staff Nurse <input type="checkbox"/>	Midwife <input type="checkbox"/>
		Agency Nurse <input type="checkbox"/>	Student Nurse <input type="checkbox"/>
	Prescribing	Consultant <input type="checkbox"/>	Doctor <input type="checkbox"/>
		Midwife Prescriber <input type="checkbox"/>	ANP <input type="checkbox"/>
	View only	Medical Records <input type="checkbox"/>	Dietitian <input type="checkbox"/>
		Other (please specify): <input type="checkbox"/>	
Additional Pharmacy System Access required	FY1 helper (Prescribers only) <input type="checkbox"/>		
Signature			Date

*Username issued by digital services – please note we are **unable** to provide WellSky access until this in place.

Email address must be an **NHS provided account in order for us to securely provide you with your login details

Staff are responsible for advising the HEPMA team of any changes in their circumstances which may require amendment/ suspension of your user profile. This includes (but is not limited to) change of grade, location or name.

REQUEST AUTHORISATION - To be completed by line manager			
Forename		Designation/ Grade	
Surname		Department/ Clinical Area	
Signature		Date	

Please send completed forms:

By email to: Clinical_Pharmacy_EI@aapct.scot.nhs.uk

We aim to provide access within 24 hours of receipt of fully completed forms (excluding weekends), with log in details sent out to the NHS email address provided above.

Please note prescribers must complete the training prior to being provided with log in details (see overleaf).

For any queries, please email Clinical_Pharmacy_EI@aapct.scot.nhs.uk or contact a member of the HEPMA team via switchboard

HEPMA TRAINING REQUIREMENTS FOR DIFFERENT STAFF GROUPS:

Staff Nurse Training

The primary source of training for a staff nurse is our [Learnpro](#) course below:

MAST Role Specific	NHS A&A: New Hepma Nurse Training Course	ADD
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Followed by, shadowing a fully trained nurse until competent. We also have a selection of quick reference guides within our Athena page.

Staff Nurse PGD Training

The [Learnpro](#) course below should be completed by any nurse that requires to document a PGD electronically on the WellSky (HEPMA) system.

MAST Role Specific	NHS A&A: Recording of PGDs & Midwife Exemptions on Electronic Prescribing	ADD
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Staff Midwife Training

The primary sources of training for staff midwives are our [Learnpro](#) courses below:

MAST Role Specific	NHS A&A: New Hepma Nurse Training Course	ADD
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MAST Role Specific	NHS A&A: Recording of PGDs & Midwife Exemptions on Electronic Prescribing	ADD
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Followed by, shadowing a fully trained midwife until competent. We also have a selection of quick reference guides within our Athena page.

Prescriber Training

The training to use the WellSky electronic prescribing system as a prescriber is in two parts:

1. Online training which can be found on the [Learnpro](#) site. This part of the training takes about 1 hour.

MAST Role Specific	NHS A&A: New Hepma Prescribers Training Course	ADD
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2. Attendance at a 1 hour hands on prescribing session which provides the opportunity to use the system for prescribing within a safe “sandbox” environment with pharmacy training staff in attendance to answer questions on the system and provide guidance where required.

The Online training **must** be completed in full before attending a hands on session. Once you have completed part 1 please page the HEPMA page holder via switchboard or email [Clinical Pharmacy EI@aapct.scot.nhs.uk](mailto:Clinical_Pharmacy_EI@aapct.scot.nhs.uk) to book into part 2 (training hours are 08:30-16:30 Monday to Friday). Part 2 will be provided remotely and can only be completed using an NHS Ayrshire and Arran device on site.

Both parts of the training must be completed before prescribers are given full access to the system.