

## MZ: EPTS Implementation Packet

# Health Facility EPTS Champion Selection Guidelines

---

**Description:** Specific guide to selecting a champion at the health facilities chosen for EMR implementation<sup>1</sup>

**Audience:** Moz teams

**Document Owner:** Jan

**Document started** by Jan, 14 Jan 2014

**Last update** by Jan, 26 Jan 2014

---

[Overview](#)

[Minimum Skillset](#)

[Expectations of the Champion](#)

[Planning](#)

[Installation](#)

[Maintenance](#)

[Transition of Implementation to Facility/MOH](#)

## Overview

The following are guidelines for choosing an EMR champion. The guidelines are organized by tasks at three different phases of EMR implementation; planning, installation, and maintenance. The EMR champion should be identified as early as possible in the planning phase, ideally during the managers orientation or the site assessment.

## Minimum Skillset

The EMR Champion should have the following:

1. Good communication skills
2. Strong interest in use of the EMR in clinical care
3. Leadership skills
4. Build enthusiasm
5. Should be someone with Authority
6. Basic computer skills desired
7. Patience and willingness to help others

## Expectations of the Champion

The following constitutes the expectations of an EMR champion at different phases of EMR implementation. But the key role that persists throughout the process is constant communication

---

<sup>1</sup> Adapted from the KenyaEMR documentation by Kenya I-TECH, 2013

between the health facility and the Implementation Analyst:

### **Planning**

1. Introduce the staff to the site readiness assessment tool and the information that will be needed during the assessment
2. Coordinate staff to assist during the site assessment
3. Review and approve the assessment report
4. Coordinate the required HF upgrades such as security reinforcement, power availability, or renovation and keep the Implementation team updated on the progress.

### **Installation**

1. Available for upgrade inspection and inform the upgrade team on the site of the workflow at the HF
2. Contact person during network and hardware installation at the facility. Provide access to the HF, with permission from the administration, to network technician, IP staff during infrastructure upgrade and hardware installation
3. Initiate and supervises mentorships of system users for on the job training (OJT).
4. Supervise system use and responsible for reporting bugs, user challenges, and user needs to Implementation Analyst.
5. Coordinate HF staff for data migration or reconstruction, participate in data migration or reconstruction and give status reports to Implementation Analyst
6. Equipment and material inventory
7. Participate in data quality audits and give feedback to IP.

### **Maintenance**

1. Constant mentorship of the system users and capacity building during OJT.
2. Provide support to the system and users of the system and report system performance to the Implementation Analyst.
3. Identify bugs, errors or system malfunction and with the help of support structure, resolve those issues where possible.
4. Monitor user performance, system usage, data use and reporting to the Implementation Analyst.
5. Generate reports, share these reports with MOH and institute quality improvement initiatives.
6. Participate in the EMR Implementation Post-Mortem by compiling feedback on the installation and use of the EMR according to the post-mortem report tool.
7. Ensure Standard Operating Procedures are followed by designated staff at HF.
8. Orient new staff to the EMR and SOPs.
1. Creation of user accounts and assigning of roles based on the users service delivery point
2. Ensuring daily backing up of the data and ensuring that the hard disk is kept in a safe lockable place in a room different from the server room.

### **Transition of Implementation to Facility/MOH**

1. Identification of HF staff that can take on the various roles needed for sustainability of the EMR

at the HF, without IP support

2. Creation of new SOPs and customization of existing SOPs, as needed, to better fit the HF needs.
3. Identification and organization of a HF Technical Working group to make decisions regarding the direction of the EMR at the HF.
4. Encouragement of continued local capacity building towards better skills in supporting the EMR implementation.
5. Participate in the OpenMRS Mozambique working group to give feedback from HF on EMR direction.