Convention ID: 336
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Share information at one point - setup a Sharepoint for isolation ward
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Keywords:
Sharepoint
Isolation Ward

Introduction
Storage of documents at ward can facilitate work efficiency and fluency for ward staff. Nevertheless, document control in clinical setting needs to pay extra efforts to maintain the policy and documents are updated. Additionally, management strategy of isolation ward is closed related to policy of the concurrent emerging diseases; SharePoint for Isolation Ward in United Christian Hospital (UCH) is built as a platform for sharing the latest information. With the support of Information Technology Department of UCH, SharePoint of Isolation Ward is launched since November, 2011 and all computer workstations in ward can access the system.

Objectives
1.To share latest information at a single point which can be assessed easily 2.To maintain related policy and documents in a systematic and paperless way 3.To facilitate ward staff in achieve information rapidly and accurately

Methodology
Initially, Information Technology Team (IT Team) of Isolation Ward was formed to coordinate the project. A blueprint of the SharePoint framework was drafted according to the ward structure and staff opinions. Mission, ward structure, Major Infectious Disease Management were categorized at the front page. Staff related issues, such as quality and safety alert, occupational safety and ward functional groups were also placed. In the next step, ward staff were engaged as subject officers in different categories. They were trained to manage their own parts such as uploading and organizing documents. Training sessions were organized for introducing the structure and functions of SharePoint to make sure all staff can access related information. Ongoing technical support by ward IT Team would be provided and staff feedback and utilizations are monitored regularly.

Result
With the collaboration of ward staff, SharePoint of Isolation Ward was successfully rolled out since November 2011. Most staff responded positively and constructive feedbacks are collected. Enhancement of contents based on patient journey concept is also integrated in October 2012. As a conclusion, Information Technology

nowadays facilitates and simplifies the workflow at a busy ward. More importantly, it serves to provide the most updated policy and guideline for an isolation ward. By setting up a SharePoint, ward staff can now access for information at one point.