SHARE Information Sheet for Community Pharmacists

Community Pharmacists and SHARE
Community pharmacists, in pharmacies connected to the Drug Information System (DIS), are eligible to receive access to patient lab values contained in the provincial Electronic Health Record system, known as SHARE. This access will support testing extended scope of practice as defined by the Nova Scotia College of Pharmacists.

SHARE Overview – What is SHARE?

SHARE brings together patient health information from many sources into one electronic health record for every Nova Scotian and others receiving care here, making the information available to authorized healthcare providers in hospital and in the community. With SHARE, authorized health care providers can access patient health information where and when they need it, no matter where in the province that care was provided; this results in better care, faster treatment, and improved access to information and services.

Currently SHARE includes specific clinical information from the systems supporting the hospitals in the province as well as information from the Drug Information System (DIS). In addition to the information contributed to the DIS by community pharmacies and other authorized healthcare providers, SHARE contains: results for lab tests, diagnostic imaging results (e.g., X-rays, MRIs) including access to the images, and many important clinical reports for patients, such as discharge summaries. Community pharmacists, as required, will be provided access to patient lab values only.

Community pharmacists will access lab values in SHARE via the SHARE Clinical Portal, represented by a new desktop icon on computers in their dispensary. The SHARE Clinical Portal will allow pharmacists to search for their patients and see their lab results; it will not allow information to be added or updated.

The following diagram illustrates community pharmacist access to lab values in SHARE.

To learn more about SHARE, visit novascotia.ca/dhw/share.
What do I need to do to get access to SHARE?

Note: All forms, completion instructions and documents referenced here will be provided to you by your Pharmacy Owner/Manager.

1. Complete a NS Health Network Services User Access Request Form

This form is required to obtain access to a software product called VMware Horizon which is required to access SHARE from your pharmacy. This form is required to obtain your ‘VMware User ID’.

Please follow the NS Health Network Services User Access Request Form - Completion Instructions to complete the form.

Once completed and signed, return it to your Pharmacy Owner/Manager.

2. Complete a SHARE User Access Request Form

This form is required to obtain your ‘SHARE User ID’.

If the form hasn’t been completed by your Pharmacy Owner/Manager, you will need to complete it; please follow the SHARE User Access Request Form - Completion Instructions to complete the form.

You are also required to read the SHARE Remote Access/Terms of Use Agreement section of the form (p. 3) and sign as the User.

Once completed and signed, return it to your Pharmacy Owner/Manager.

3. Complete and sign a Challenge and Response Form

This form is used to help the Service Desk confirm your identity when required.

You will need to complete, sign and prevent the information from being seen by others in your pharmacy; please follow the Challenge and Response Form – Completion Instructions to complete the form.

Once completed and signed, return it to your Pharmacy Owner/Manager. You will be asked to fax the form to the Department of Health and Wellness once the form has been signed by your pharmacy’s legal authority.

4. Complete the training modules

You must complete the following modules before you will be provided with your ‘SHARE User ID’. The modules will take approximately 30 minutes in total to complete.

You will be provided with directions regarding where the training modules are located. You will be required to submit an electronic form indicating that you have completed the modules (the form will be located with the Training Modules).

- Fast Track - contains ‘the basics’ for using SHARE, including a functionality overview and basic patient search and system navigation information
- Privacy Zone - contains important information regarding the privacy of personal health information
5. **Review the SHARE Quick Reference Guide**

This guide is intended as a ‘cheat sheet’ and includes the following topics. Your Pharmacy Owner/manager will provide you with this Guide.

- Getting Help Guide: This document provides the information required when calling the Support Desk.
- Lab Values Available in SHARE: This document contains important information about the types of lab information contained in SHARE.
- Privacy Fact Sheet: This document highlights important information from the Privacy training.

6. **Review the VMWare Horizon Login Instructions (SHARE)**

You will log in to SHARE through software called VMWare. These instructions will walk you through the steps required to access SHARE.

7. **Confirm your access to SHARE – complete the Introduction to the SHARE Clinical Portal**

   **Note:** You must use a health card number for a patient(s) who has recently had lab tests in order to complete this Introduction.

Once you have completed the online training and received your ‘VMware User ID and SHARE User ID’ you will use this step-by-step introduction to log on to SHARE for the first time. The introduction will help you to ensure that you are able to search for and find a patient, and that you are able to access the Results tab.

If you need any help while completing this introduction, call the HITS-NS Service Desk at 1-866-224-2555; tell them that you are calling about the **SHARE Clinical Portal**.

Once you’ve confirmed that you can log in to SHARE, find a patient and get to the Results tab, **let your Pharmacy Manager/Owner know**. This confirmation will be communicated back to the Department of Health and Wellness.