

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

AN ASSESSMENT OF MATER DEI HOSPITAL'S TRI-MED SOFTWARE IN MEETING
THE INTERNATIONAL COUNCIL ON ARCHIVES' (ICA) ELECTRONIC RECORDS
FUNCTIONAL REQUIREMENTS STANDARDS

BY

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A RESEARCH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF
SCIENCE AND TECHNOLOGY, IN PARTIAL FULFILMENT OF THE
REQUIREMENTS OF BACHELOR OF SCIENCE HONORS DEGREE

IN

RECORDS AND ARCHIVES MANAGEMENT

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

BULAWAYO, ZIMBABWE

YEAR 2014

ABSTRACT

The study sought to assess the extent to which Mater Dei's TRI-MED has met the ICA's electronic records functional requirement standards. The objectives of the study were to: find out how current records management standards at Mater Dei Hospital conforms to ICA's standards, assess policies used in electronic records management system changes at Mater Dei Hospital and also to find out the awareness of records management functions among Mater Dei's health information management staff. The study used the ICA's electronic records functional requirements standard as a theoretical framework with the view that ISO 15489 standards are embedded in the functional requirements. The study revealed a dearth of application of standards to govern the management of patient health records at Mater Dei Hospital as evidenced by the lack of application of ICA standards, ISO 15489 or even institutional standards. The study also revealed a drawback in the system at Mater Dei that there are no guidelines for facilitating system changes as evidenced by the lack of policies to facilitate from the changes from HOSP to IPAS and to the current TRI-MED system. Consequently, this negatively affected migration of information in system changes, leading to loss of information and having to rely on the parallel system whenever there is a system change. The study recommended that there be adoption of aspects from ICA's electronic records functional requirements standards at Mater Dei Hospital's TRI-MED system. From the findings, the researcher recommended that there be an institutional policy that provides a guide on how to handle system changes in order to facilitate information migration. The study also recommended training of staff in terms of records management and electronic enterprises at Mater Dei Hospital.