

Policy Title HSPnet-MB Enhanced Policies	Applicable to HSPnet-MB User Community
Branch/Division Workforce Policy & Planning Health Workforce	Date Revised February 2008
Responsible Authority Privacy Officer to the HSPnet-MB Management Committee	Review Date February 2009

1.0 Background:

The Health Sciences Placement Network of BC, or *HSPnet*, was launched in April 2003 by the BC Academic Health Council (BCAHC) to provide a province-wide system for managing practice education in the health sciences. *HSPnet* provides a web-enabled database and tools that support the following practice education goals:

- Increased availability and quality of practice education opportunities for students
- Streamlined processes and improved communications among those involved in practice education
- Enhanced access to a greater range of placement opportunities including underutilized sites, rural communities, and inter-professional placements
- Evaluation and improvement of learner and agency outcomes
- Enhanced profile and priority of practice education

Funded through a one-time grant from the BC Ministry of Health, sustainability of *HSPnet* is achieved through membership fees from BCAHC agencies, subscription fees from non-member agencies, and cost sharing with other provinces. *HSPnet* is now used in six Canadian provinces that share costs through the National *HSPnet* Alliance, established by the BCAHC in 2004. The Alliance ensures that *HSPnet* is accessible and affordable for even small agencies, with improving quality and declining per-placement cost over time. *HSPnet* management committees in each province review local issues and practices, and contribute each year to identifying and prioritizing enhancement needs. The National Alliance Steering Committee oversees policy and ongoing expansion of the system, and sets the annual operating and enhancements budget.

2.0 Purpose:

HSPnet is an initiative of the BC Academic Health Council (BCAHC), a not-for-profit organization that developed *HSPnet* for use in BC and subsequently established the National *HSPnet* Alliance to allow other provinces to access the system. Through the Alliance, a Lead Agency in each province or jurisdiction enters into an agreement with the BCAHC to license *HSPnet* on behalf of user agencies (sublicensees) within the Lead Agency's province or jurisdiction.

The shared infrastructure of the National *HSPnet* Alliance (encompassing system/network management, user training and support, documentation, enhancements, evaluation, and policy) is governed by the National *HSPnet* Steering Committee. This Committee is responsible for ensuring the success of the shared infrastructure through financial sustainability and achievement of mutual goals.

The National *HSPnet* Policies were developed to govern the use of *HSPnet* by licensee and sub-licensee organizations, to ensure:

- Compliance with provincial and federal legislation on privacy and security of personal information;
- Consistency of policy and procedures across user organizations and Lead Agencies; and
- Effectiveness of infrastructure operations.

This policy document has been created to address issues specific to the HSPnet-MB User Community, and is in addition to the National HSPnet Policy, as at

http://www.hspscanada.net/docs/Policies_Consent/HSPnet_Policies.pdf.

3.0 Definitions:

3.1 HSPnet: A province-wide system for managing practice education in the health science

3.2 HSPnet-MB: The Manitoba portion of the national HSPnet system for managing practice education in the health science.

3.3 HSPnet-MB User Community: All receiving and placing agencies registered with HSPnet-MB, and Manitoba Health & Healthy Living.

3.4 HSPnet-MB Management Committee: The HSPnet-MB Management Committee is accountable to Manitoba Health and the HSPnet-MB user community for the effective management and expansion of HSPnet within Manitoba.

3.5 HSPnet-MB User Group Committee: The HSPnet-MB User Group is accountable to the HSPnet-MB Management Committee and the HSPnet-MB user community for the effective utilization of HSPnet within Manitoba.

3.6 HSPnet-MB Data Stewardship Committee: The HSPnet-MB Data Stewardship Committee is accountable to the HSPnet National Steering Committee and to the HSPnet-MB user agencies for the operation of HSPnet-MB within the requirements of provincial privacy legislation.

4.0 Policy:

4.1 All Receiving and Placing Agencies will sign a Memorandum of Understanding to address issues related to use of information within the HSPnet structure. A template for this MOU can be found in Appendix 5.1.

4.2. All Receiving and Placing Agencies will be made aware of the financial structure and their financial commitment to HSPnet-MB.

4.3 HSPnet-MB Management Committee overview:

- Key Responsibilities
 - Set priorities for implementation, rollout, and ongoing expansion within Manitoba, within the HSPnet-MB share of the annual partnership budget;
 - Receive and review status reports from Manitoba's HSPnet Coordinator and/or national HSPnet Director;
 - Receive and review results of monitoring within Manitoba as required by HSPnet Policies, and introduce or update Manitoba-specific procedures as necessary to facilitate compliance;
 - Advise the National Steering Committee on issues requiring new or revised national policy;
 - Provide advice to guide the participation of Manitoba's representatives on the national Steering Committee, with particular regard to enhancement priorities from the perspective of management.
- Membership and Decision Making

The HSPnet-MB Management Committee shall consist of the following membership:

 - Chair - Executive Director, Workforce Policy and Planning, Manitoba Health & Healthy Living
 - HSPnet/Manitoba Coordinator, Manitoba Health & Health Living
 - Two designates for all receiving agencies/RHAs

- Two designates for all placing agencies/educational institutes One member from the Dean's Office of a University or College
- One senior human resource member from an RHA

4.4 HSPnet-MB User Group Committee overview:

- Key Responsibilities
 - Review and address user issues through training, HSPnet fixes and minor enhancements, local procedure changes, and/or recommendations for changes to HSPnet policy;
 - Generate enhancement requests, and participate in an annual process for prioritization of requests within the annual Alliance operating budget; and
 - Identify special enhancements to be funded directly by one or more jurisdictions or through external funding sources, and participate in user input into design and implementation of special enhancements.
- Membership and Decision Making
 - Kim Warner (WRHA), Chair
 - Manitoba Health & Healthy Living
 - Theresa Roberts (HSPnet)
 - Designates from receiving agencies
 - Designates from placing agencies

4.5 HSPnet-MB Data Stewardship Committee will have no formal reporting relationship to the National Steering Committee, but will provide an annual report of their activities for review by the National Steering Committee regarding data access trends, policy or system functionality gaps, etc.

- Key Responsibilities and Deliverables
 - An annual report of activities for review by the National Steering Committee regarding:
 - Data access trends,
 - Policy or system functionality gaps, and
 - Process to facilitate input from local HSPnet users into the development, application, and ongoing review of HSPnet Policies on Privacy, Security & Data Access.
- Membership and Decision Making
 - Privacy Officer, Manitoba Health & Healthy Living
 - One designate for all receiving agencies
 - One designate for all placing agencies

5.0 Appendices:

5.1 MOU Template for HSPnet-MB User Community

Memorandum of Agreement: Membership to the Manitoba HSP_{net} User Community

The HSP_{net} Development Partnership (the Partnership) is a collaboration involving the BC Academic Health Council (BCAHC) and other academic health jurisdictions; British Columbia, Alberta, Ontario, Nova Scotia, Saskatchewan, and Manitoba (the Partners) that access HSP_{net} through this agreement to share the ongoing costs of operating and enhancing the system.

Manitoba Health & Healthy Living has entered into an agreement with the BCAHC to access HSP_{net} on behalf of the Manitoba User Community (MBUC), comprised of post-secondary educational institutions (as Placing Agencies) and health authorities and other health service providers (as Receiving Agencies) in Manitoba. A copy of the agreement between Manitoba Health & Healthy Living and the BCAHC (the Partnership Agreement) is attached as Appendix 1.

Manitoba Health welcomes the (name) as a member to the MBUC. Our signatures on this Memorandum of Agreement confirm our mutual acceptance of the terms outlined below.

Access and Ownership

1. Under the Memorandum of Agreement, MBUC members will be permitted to access and use the HSP_{net}-MB instance of the HSP_{net} application, for the purpose of creating and managing student placement requests involving their health sciences educational programs and associated receiving sites, and for the purpose of reporting and analyzing data on those placement events.
2. As outlined in the Memorandum of Agreement, MBUC members shall each retain ownership of their respective data entered into HSP_{net}, while the BCAHC will retain sole ownership of the HSP_{net} application and all associated intellectual property.

Governance and Management

3. Manitoba Health & Health Living will identify representatives of the MBUC to join the national HSP_{net} Steering Committee.
4. Each MBUC member shall identify representatives to form an HSP_{net} Management Committee with responsibilities for guiding expansion within Manitoba, receiving and reviewing HSP_{net} status reports and results of monitoring for Manitoba, and advising the National Steering Committee.
5. Each MBUC member shall participate in an HSP_{net} User Group comprised of users in Manitoba. The User Group will address local placement issues, generate enhancement ideas, and participate in an annual process for prioritization of requests against the Enhancements component of the Budget. Recommended priorities of each partner's user Group will be forwarded to the Steering Committee for each consideration during final Budget ranking.
6. Each MBUC member shall identify a representative to participate in an HSP_{net} Data Stewardship Committee on behalf of MBUC users of HSP_{net} in Manitoba only, according to the Data Steward role as defined within HSP_{net} Policies on Privacy and Security. These policies will be reviewed for adoption during implementation of HSP_{net} in Manitoba.

7. Manitoba Health & Healthy Living will identify an individual to assume the role of HSP_{net}-MB Privacy Officer as defined in the HSP_{net} Policies on Privacy and Security.
8. Manitoba Health & Healthy Living will facilitate an HSP_{net} Manitoba Management Committee which is accountable to Manitoba Health and the HSP_{net}-MB user community for the effective management and expansion of HSP_{net} within Manitoba.
9. Manitoba Health & Healthy Living shall ensure that BCAHC maintain contractual and/or employment arrangements as necessary to support and enhance HSP_{net} on behalf of all Partners. The contractors and/or employees retained or hired by BCAHC will report directly to the BCAHC CEO and will be accountable to the HSP_{net} Steering Committee on matters of HSP_{net} security, performance, costs, and user satisfaction.

System Configuration and Support

10. The BCAHC will establish a new “instance” or copy of HSP_{net} (HSP_{net}-MB) for use by the MBUC.
11. Help Desk support will be provided by the BCAHC and made available to MBUC users from Monday to Friday, 0830 to 1630 hours (CST), and email support requests will be responded to within four hours of receipt or by 0830 hrs (CST) for requests received on the preceding afternoon. Operating costs will be split, with half of the costs to be borne by MBUC placement agencies and half by MBUC receiving agencies.

Budgeting and Cost-sharing

12. Manitoba Health will cover the one-time MBUC costs of implementing and customizing HSP_{net} for use in Manitoba (the Implementation Budget), and the operating costs for the 2005/2006, 2006/2007 and 2007/2008 fiscal years.
13. For future fiscal years, Manitoba Health will prepay Manitoba’s share of the operating costs on behalf of the MBUC. Upon completion of a fiscal year, Manitoba Health will invoice each participating user of the MBUC for their share of the operating costs incurred in the fiscal year. Projected total provincial costs for the 2008/2009 fiscal year are \$89,103.00.
14. Operating costs will be split, with half of the costs to be borne by MBUC placement agencies and half by MBUC receiving agencies. Each user’s contribution to the costs will be determined based on a cost-sharing formula to be developed and agreed-upon by Manitoba Health and the MBUC. This methodology was determined based on a cost-sharing formula developed and agreed-upon by Manitoba Health & Healthy Living and the MBUC within the HSP_{net} Manitoba Management Committee, and similar to the methodology utilized by other academic health jurisdictions.
15. For agencies with a low volume of placements (less than 20 per fiscal year), there will be a nil cost to use the system.

Modifications or Termination

16. This Memorandum of Agreement will be in force until terminated by either signatory upon delivery of 90 days notice to the other signatory.

Notice

17. Any notice given under this Agreement shall be in writing and delivered or sent by courier, telex, facsimile transmission, or registered mail to the respective addresses set out below or such address as one party may notify the other.

If to (name):

If to Manitoba Health & Healthy Living:

Manitoba Health & Healthy Living
Executive Director, Workforce Policy & Planning
1043-300 Carlton Street
Winnipeg, MB R3B 3M9

Signatures and Date:

<hr/>	<hr/> <p>Jerry Ross Executive Director Workforce Policy Branch</p>
<p><i>On behalf of:</i></p>	<p><i>On behalf of:</i></p> <p>Manitoba Health & Healthy Living</p>