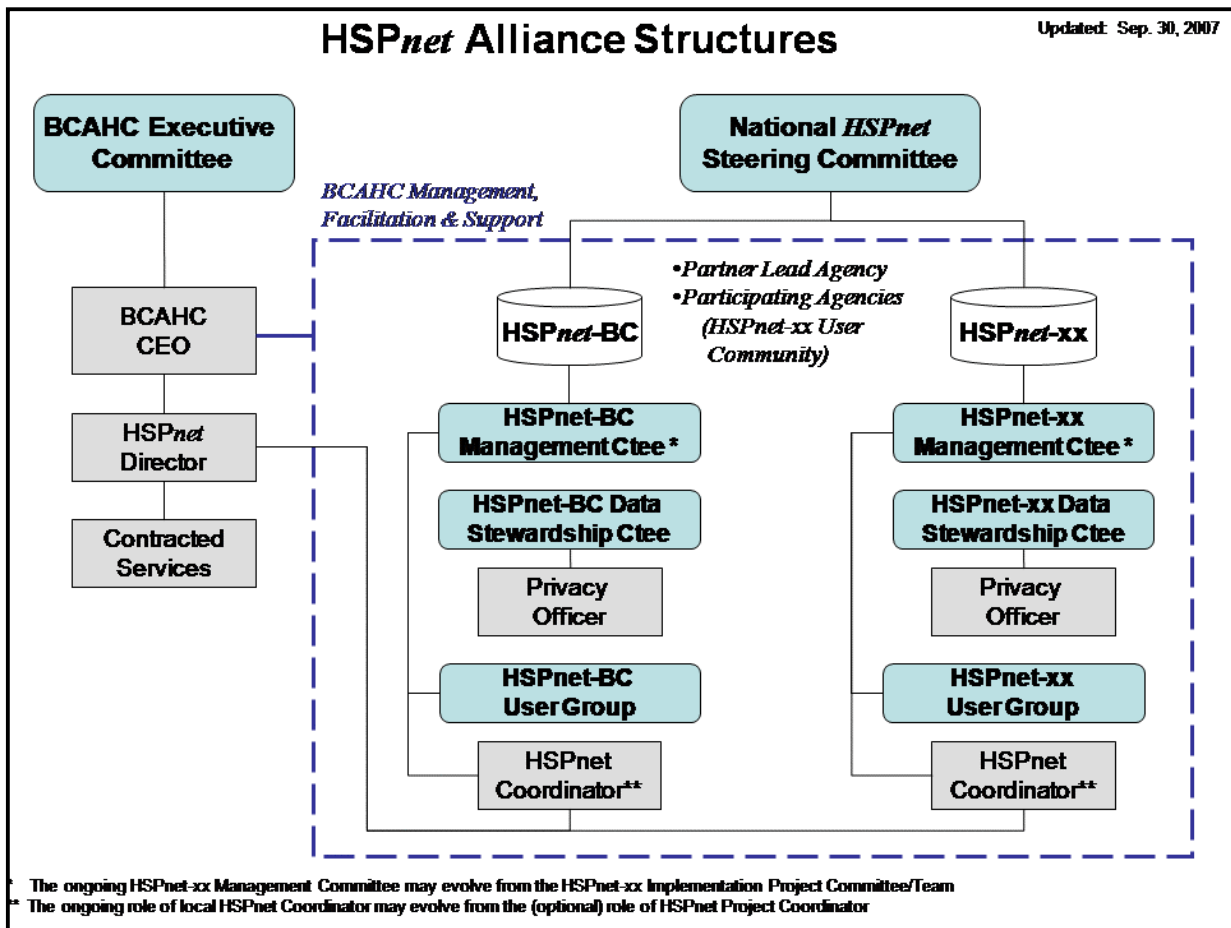


## 1. Purpose

This document outlines the structures that support the National HSPnet Alliance across participating provinces and within each province. In addition, high-level descriptions are provided for each key committee or organizational/individual role, plus an estimate of the time commitment for each.



## 2. Organizational, Committee and Individual Roles

### 2.1 Chief Executive Officer, BC Academic Health Council (BCAHC)

- a. Establishes and supports an National HSPnet Alliance Steering Committee (NHASC) to facilitate input from all HSPnet partners regarding strategic direction, budgets and external funding, and ongoing evaluation.
- b. Maintains contractors and/or staff to support initial implementation of HSPnet in each member jurisdiction, and to support the ongoing operation and enhancement of HSPnet to the satisfaction of all partners, their member agencies, and individual users.
- c. Supports efforts to market HSPnet to other potential partners, with a goal of reducing the ongoing costs of operating and enhancing HSPnet for all partners.

- d. Identifies an individual to act as overall Privacy Officer for HSPnet in all provinces, with responsibilities to coordinate communications and follow-up activities with local HSPnet-xx Privacy Officers as required.
- e. HSPnet-BC only: Establishes a committee to act as data steward on behalf of user organizations that contribute data to HSPnet-BC.
- f. HSPnet-BC only: Identifies an individual to act as Privacy Officer for HSPnet-BC.

## 2.2 HSPnet Director

- a. Oversees day-to-day HSPnet operations in all provinces.
- b. Supervises staff and/or contracted services to support HSPnet operations and enhancement for the benefit of all users.
- c. Manages the ongoing evaluation and improvement of HSPnet.
- d. Manages the implementation of HSPnet in each province, and oversees HSPnet-xx Coordinator activities throughout the initial implementation period.
- e. Facilitates the activities of the national NAHSC and provincial User Groups.

## 2.3 National HSPnet Alliance Steering Committee (NAHSC) *(meets semi-annually for 0.5 day)*

- a. Guides the strategic direction of HSPnet in Canada through annual planning and prioritization of activities for ongoing system expansion and improvement.
- b. Oversees evaluation of system performance and Alliance outcomes.
- c. Develops and oversees national policies for data privacy and security, and associated data stewardship activities.
- d. Ensures the financial sustainability of the Alliance through annual budget development, review and monitoring of the cost sharing formula, and support of initiatives to seek external funding.

## 2.4 Member Lead Agency - on behalf of the HSPnet-xx user community (XUC)

- a. Identifies one or more representatives from the XUC to join the NAHSC.
- b. Establishes an HSPnet-xx Management Committee or other process to facilitate input from the XUC to guide participation on the HSPnet Steering Committee.
- c. Establishes a process for remitting the XUC share of the HSPnet Operating and Enhancements Budget (to be invoiced quarterly by the BCAHC), and, if necessary, a cost recovery mechanism for collecting user agency contributions towards the XUC share.
- d. With the support of BCAHC contractors, facilitates submission of a Privacy Impact Assessment (PIA) as required in their province. This would involve a single HSPnet PIA to be submitted on behalf of all XUC organizations, plus development of local policies and procedures (in addition to national HSPnet Policies) for adoption within each XUC organization.
- e. Establishes a committee (or uses the committee established in 2.6 below) to act as Data Steward on behalf of XUC organizations that contribute data to HSPnet-xx (see 2.7)
- f. Establishes an XUC User Group to allow HSPnet-xx users to review local issues, generate enhancement ideas, and participate in an annual process for prioritizing enhancements.

- g. (Optional) Identifies an individual to act as HSPnet Coordinator for HSPnet-xx. This individual would act as local Project Coordinator during HSPnet implementation, and would have ongoing responsibilities for coordinating the XUC User Group and for providing basic training of new XUC users and replacement staff (some training to be provided by the HSPnet team).
- h. Identifies an individual from within the XUC or from the Lead Agency to act as Privacy Officer for HSPnet-xx (could be HSPnet Coordinator for HSPnet-xx, see below)

## 2.5 HSPnet-xx Participating Agencies

- a. Identifies one or more individuals to act as HSPnet Local Administrator for their organization, responsible within their organization for maintaining user ID's and responding to administrative or audit requirements (e.g. to review quarterly lists of inactive user ID's). The time commitment for Local Administrators is estimated at 0.5 day or less per month.
- b. Adopts policies and procedures on data privacy, security, and access as outlined in the PIA to be submitted by the Lead Agency.
- c. Supports opportunities for HSPnet users to receive initial training plus periodic refresher training if needed, and to participate in or otherwise contribute to XUC User Group meetings.
- d. Ensures each HSPnet user has access to an internet-connected PC that meets HSPnet technical requirements (currently Internet Explorer 5.5 or higher, Adobe Acrobat reader, and an active email account).

## 2.6 HSPnet-xx Implementation Project Team *(meets monthly throughout HSPnet Implementation Period)*

- a. May evolve into an ongoing HSPnet-xx Management Committee (may elect to meet quarterly or semi-annually)
- b. Provides input into the National HSPnet Steering Committee by forwarding recommendations and priorities, and through representation on that committee.
- c. Develops and oversees practice education policies related to HSPnet-xx that may be required in addition to national HSPnet Policies.
- d. May form regional subcommittees to address local practice education issues and policy/procedure needs.

## 2.7 HSPnet-xx Data Stewardship Committee *(meets semi-annually; may respond to Data Access requests between meetings via email)*

- a. May encompass some members of the HSPnet-xx Management Committee, but must be at "arm's length" from the general user community, and therefore in a position to act as responsible stewards.
- b. Advises the NAHSC on policies and processes that will ensure the integrity of user data, protect the privacy and security of personal information, and enable the appropriate use of data in support of business objectives.
- c. Reviews requests for data access that require Data Stewardship Committee approval as per HSPnet Policy 3.6.

**2.8 HSPnet-xx Privacy Officer** (*attends Data Stewardship Committee meetings and responds to privacy requests or complaints from students, users, and/or the public – to date no such requests have been received in BC*)

- a. Coordinates communications with HSPnet-xx users on issues relating to HSPnet Policies on Privacy, Security & Data Access.
- b. Responds to inquiries from students, HSPnet-xx user agencies, and members of the public regarding HSPnet privacy and security.
- c. Coordinates activities relating to student requests to view a copy, or to challenge the handling, of their personal information in HSPnet as outlined in Policy 3.5.

**2.9 HSPnet-xx User Group** (*meets annually for 1.0 day*)

- a. Provides input into HSPnet implementation and enhancement through review and feedback on system prototypes, test versions, and key design (Requirements Definition) documents.
- b. Guides HSPnet team members on issues of user communications, user support, minor fixes and enhancements, training, and documentation.
- c. Assists the HSPnet Team by identifying individuals, existing committees or groups, and processes to support design and testing of new enhancements.
- d. Provides a forum for local issues that impact HSPnet users but may not be directly related to the HSPnet system itself. The result of such discussions could include recommendations to the HSPnet-xx Management Committee or to other groups or committees regarding the need for policies or procedures that may or may not involve changes to HSPnet use or functionality.

**2.10 (Optional) HSPnet Coordinator for HSPnet-xx** (*0.5 to 1.0 FTE*)

*This position may be project-oriented to support the implementation period only, or may evolve into an ongoing position if desired to support scheduling coordination or conflict resolution and/or to support other practice education activities)*

- a. Coordinates training arrangements for XUC users during initial HSPnet implementation
- b. Completes personal HSPnet training during the implementation period, including courses for Placing Agencies, Receiving Agencies, and for System Administration. Could assume ongoing responsibility for some local training of new and replacement staff in a train-the-trainer relationship with HSPnet trainers.
- c. Receives periodic training on the use of HSPnet enhancements under development or upon release, and disseminates information about fixes and new features to XUC users. Provides input to the HSPnet Development Team on local design requirements, and consults local users as needed for their specific input.
- d. Convenes and facilitates one or two XUC User Group meetings each year, in addition to coordination of interim communications via email and the HSPnet-xx website.
- e. May act as Privacy Officer for HSPnet-xx, with the support of the National HSPnet Privacy Officer.