

<b>Enhancement Name:</b>	<b>Affiliation Agreement Tracker (AAT)</b>	<b>Updated:</b> April 21, 2006 Draft Version 1.2
<b>Requestor(s):</b>	BC Academic Health Council - Practice Education Innovation Fund	
<b>Enhancement Description:</b>	The AAT module will provide online tools for management and tracking Affiliation Agreements (AA) within HSPnet. The module will include an inventory of existing AA plus standardized AA templates and processes in alignment with Best Practice Guidelines as published within the Practice Education Guidelines (PEG) module of HSPnet	

### Project Objectives

1. Contribute to improved quality and effectiveness of practice education partnerships, processes and outcomes by:
  - Augmenting components of AA that have previously received limited attention
  - Active management of affiliation agreements
2. Provide ability for Health Authorities to efficiently search and identify AA content to facilitate practice education partnership requests;
3. Ensure sustainability and cost effectiveness of the AAT and processes that support it;
4. Involve key stakeholders and facilitate collaboration on AAT development and application;
5. Support evidence-based quality teaching and learning based on Best Practices

### Evaluation Plan

The project will be evaluated through tools and activities as outlined below:

<b>Evaluation Indicator</b>	<b>Proposed Measure</b>	<b>Proposed Tool</b>
Consensus on the tool's purpose and potential value	<ul style="list-style-type: none"> <li>• User ratings on contributions to collaboration and quality of learning (HAs, PSEs)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion Paper and feedback from BC and other provinces</li> <li>• Post-AAT User Satisfaction Survey (to include both HSPnet users, and managers or decision makers that may not be HSPnet users)</li> </ul>
Potential and realized contribution to PE outcomes	Perceived value of the data and processes for tracking AAT progress, and for improving placement outcomes	<ul style="list-style-type: none"> <li>• Post-AAT User Satisfaction Survey</li> </ul>
Potential and/or realized contribution to learning quality	Usefulness of AAT Content management and tracking tools	<ul style="list-style-type: none"> <li>• Focus groups of unit RC's, PC's</li> <li>• Post-AAT User Satisfaction Survey</li> </ul>
Ease of Use	<ul style="list-style-type: none"> <li>• Ease of use ratings (AAT tools and reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Post-AAT User Satisfaction Survey</li> <li>• Course Evaluations (AAT launch)</li> <li>• Focus groups (see above)</li> </ul>

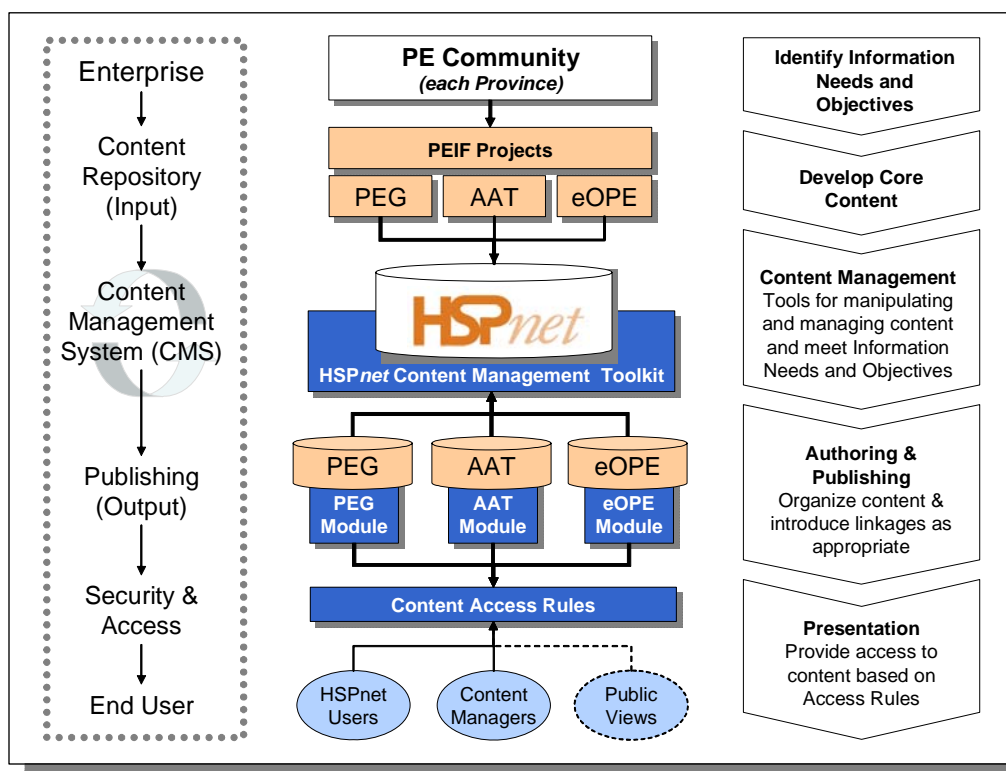
Evaluation Indicator	Proposed Measure	Proposed Tool
Sustainability	<ul style="list-style-type: none"> <li>Adoption rates</li> <li>(future) timeliness of AAT content updates</li> </ul>	<ul style="list-style-type: none"> <li>Report on % and comprehensiveness of AAT adoption and access</li> <li>Aging reports on AAT updates</li> <li>Analysis of AAT utilization reports against targets to identify impractical or outdated versions</li> </ul>

## AAT Functionality and Integration with HSPnet

This project provides a unique opportunity to leverage existing HSPnet data model, functionality, and user support infrastructure to support shared contract management in an effective and efficient standardized process.

The AAT will access a common set of content management tools being developed to support three related projects: Practice Education Guidelines (PEG), Affiliation Agreement Tracker (AAT), and e-Orientation for Practice Education (eOPE). Each project will require content management functionality to facilitate development and tracking throughout the continuum of:

- Initiating or authoring content (BPG, standardized affiliation agreement components, e-Learning content);
- Publishing content for reference by others, to be accessed either from a "menu" or Table of Contents of available content, or through search tools;
- Permitting HA and PSE to adopt to content as is for local use, or to adapt as a local variation of the published content or standard;



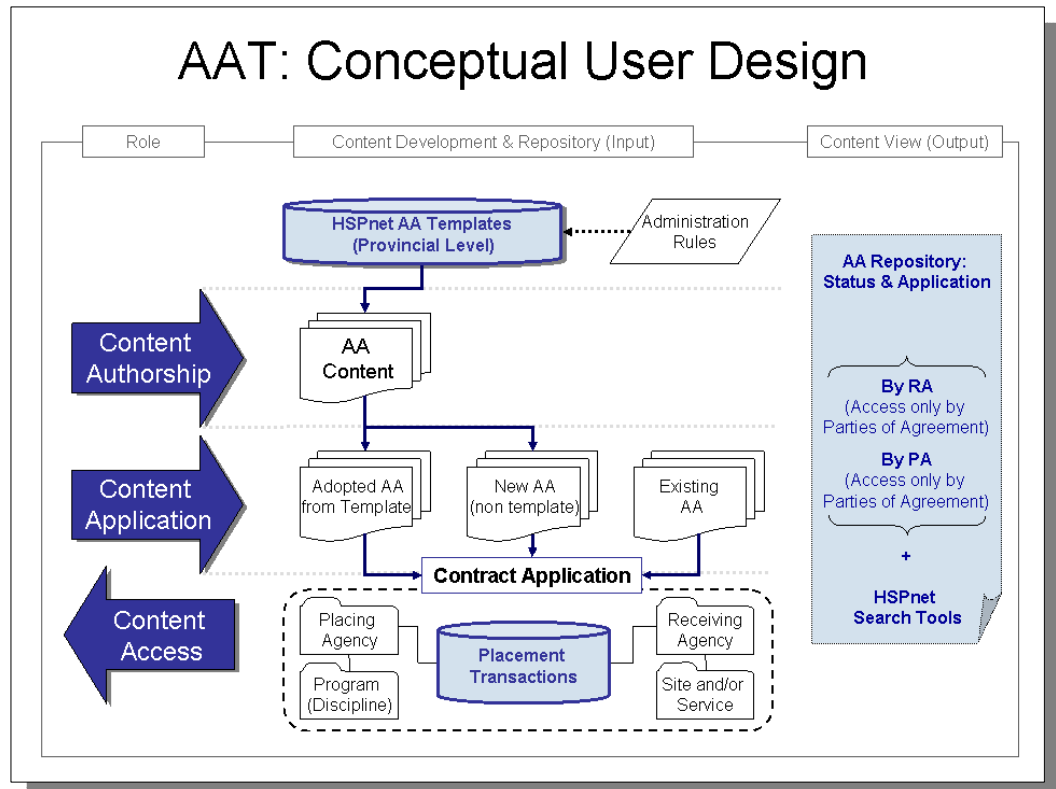
- Providing automated alerts and reminders to ensure content is regularly reviewed and/or updated.

AAT content management within HSPnet would provide the following functionality:

Enhancement	Function	Detail
<b>AAT User Access tools</b>	Secure access to AAT via HSPnet	Establish new HSPnet access levels for AA content development and tracking: <ul style="list-style-type: none"> <li>• AAT Author / Contributor</li> <li>• Local AAT Administrator – allows adoption and/or adaptation of AAT at the local level (e.g. HA, site, service)</li> <li>• AAT Viewer – read-only access to content within secured (HSPnet) environment</li> </ul>
<b>AAT Content Access tools</b>	Content Organization and Search Tools	Publishing of core content for access by HA, subject area (from a Table of Contents) or through keyword or subject search
<b>AAT Templates and Process</b>	Content development templates (see proposed Template Structure, below)	Provide standardized templates and processes, in alignment with BPG and PEG module content, to address an array of local, out-of-province, and international requests
<b>AAT Content Review &amp; Update tools</b>	User-defined alerts to ensure timely review, track status, and/or update of AAT content	Ability to specify review date, responsible user (and Agency if user status changes), and outstanding tasks (status of approval, etc.) and report generation  Training on AAT content development and tracking to be made available via e-learning (HSPnet eOPE module)

**AAT User Perspectives:**

**Content Developer Perspective** – It is anticipated that a portion of the user group that will be responsible for initiating or maintaining AA's will be existing users of HSPnet. Therefore, such users will already have access to or will gain a bundle of interrelated features that will complement the benefits of online tools and references. New users will require the necessary introductory training to learn HSPnet

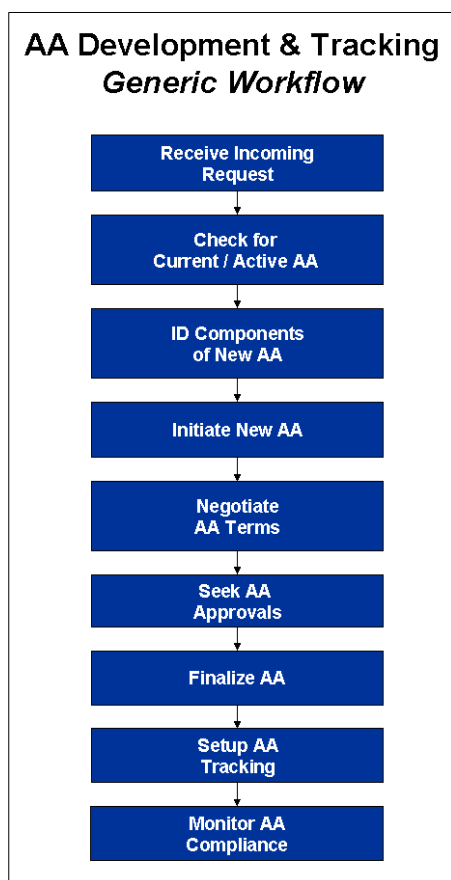


functionality and processes. Referring to the above diagram, Content Authorship is one of the primary roles in allowing for the initiation of AA's between an HA and PSE. Content Managers will be able to apply and categorize AA's according to specific relationships between programs and courses, and site or service.

**Existing HSPnet User Perspective** - Existing HSPnet users who are not AAT content developers will also access and benefit from AAT content. For example, practicum coordinators would benefit from access to AAT content by site or service, to be made available through the existing HSPnet online Profiles.

## AA Workflows and Contract Lifecycle Management

AAT workflows will be based on the Contract Lifecycle Management (CLM) approach and will be customized to reflect current AA management processes within the BC's health care system.



The CLM approach is a recognized systematic process for contract management. The four key components or stages of a CLM strategy include:

1. Creation or initiation. Negotiate, edit, and finalize contract terms.
2. Activation. Establish central contract repository and integrate contract data with core business systems.
3. Compliance. Monitoring and tracking
4. Analysis

Source: <http://www.infotech.com/MR/Issues>

In particular, the HSPnet AAT will focus on and support the stages of contract initiation and compliance monitoring by creating an electronic contract repository of existing AA's and AA templates, and by supporting the generation of management reports and alerts to monitor compliance with committed contract terms and conditions.

AA templates accessible from the AAT module will include a minimum of three standard affiliation agreement templates, plus additional template components and clauses to meet special conditions or situations. In addition, links to resources and references as recommended by BPG on contract management procedures and practices will be available and accessible.

## AA Repository Template & Tracking Elements

During a recent AAT Working Group session, the following key tracking components were proposed for the AA template:

**Publication Date** – applies to when the AA template content was published for adoption/adaptation by participating agencies;

**Adoption Level** – specifies whether AA content is adopted from published content, adapted, or unrelated to published content (i.e. is from a pre-existing agreement).

**Health Authority/Agency Summary** – identifies the status of each Placing and Receiving Agency or site in terms of their adoption and/or adaptation of the published AA content

**Review Date** – specifies review schedule and outstanding tasks and/or next steps

The AA content template itself is under development and will be finalized upon completion of research being undertaken by the project consultant, Janet Newberry.

### **AAT Requirements – User Training and Support**

Training for AAT Content Managers will be delivered as part of the initial implementation of the AAT module is currently scheduled to start in September 2006. On an ongoing basis, AAT Content Manager training will be incorporated into the existing HSPnet training curriculum.