



**HSPnet-NS Management Committee**  
June 16, 2015 at 10:00am  
Health Association Nova Scotia Boardroom

**Present:**

- Mary Thibeault, IWK
- Lynn Hoeg, Northern Zone
- Anne Mahalik, Dal
- Michelle Kucey, NSCC
- Willena Nemeth, CBU
- Ruth Whelan, RNPDC
- Chuck McDow, HANS (Chair)
- Michelle Sperry, Central Zone
- Tanya Dutton, Central Zone

**Phone:**

- Jeanne Cormier, St-FX
- Julie Colter, Northern Zone
- Beth Snyder, Western Zone

**Regrets:**

- Suzie Officer, Dalhousie
- Suzanne Wilkie, Labour/Adv Ed
- Clare Currie, Eastern Zone
- Nancy MacConnell-Maxner, Northern Zone
- Yvonne Frasier, St-FX
- Carrie MacIassac, Northern Zone
- Barb Bleasdale, Dal
- Karl Kowalcyck, Medavie
- Angela Clifton, Western Zone
- GG Geddes, Western Zone
- Pam Robichaud, Western Zone

**1. Welcome and Call to Order**

Chuck welcomed the group and called the meeting to order at 10:11 and a round table introduction was held. Participants were asked to introduce themselves and their roles, especially with regards to HSPnet.

The agenda for this meeting was approved as written.

**2. Annual Review of HSPnet-NS Vision and Mission Statements and Terms of Reference**

The National Vision and Mission statements were reviewed briefly. Discussion then focused on the provincial equivalents where changes were suggested to add a Health Human Resources component in looking to the future. The Terms of Reference were also updated to more accurately reflect the responsibilities of the HSPnet-NS Management Committee.

Changes will be reviewed at the next meeting and once approved there will be submitted to the Academic Health Council for their final approval.

Discussion was also held regarding the creation of a Strategic Plan for HSPnet growth in Nova Scotia. This item will be tabled until further direction is available from the Academic Health Council.

**3. National Alliance Update**

A brief history and explanation of the National Alliance was given for the benefit of new members. Discussion included history of HSPnet in Canada, the structure of the National Alliance and its membership as well as the relationship to the Provincial Lead Agency (HANS).

Update was given on the annual in person meeting held in May. The Co-chair report, presented by Chuck, is included at the end of these minutes.

The process of enhancements was discussed and information was provided by Michelle and Lynn regarding the methods used in determining priorities. The National Alliance also endorsed the strategic enhancement to add an evaluation module for the Canadian Council of Physiotherapy University Programs (CCPUP). The enhancement, once built will be able to support possible future evaluation programs for other programs.

#### **4. National Data Stewardship Update**

The history of the National group was discussed including the move from provincial to a national level. This group meets twice a year and focuses on the data quality, privacy and the National policies which govern the use and release of data.

Last meeting was held in February where revisions to the following national policies were reviewed and approved:

1. Revision of policy 3.4(m) regarding escalation for infractions
2. Addition of two permitted disclosures of student gender – policy 3.1 (b)
3. Change of approval for Policy Access Level (PAL) accounts to be the Lead agency – policy 3.6

#### **5. Academic Health Council Meeting Update**

The Academic Health Council has not met during this period. With the changes to the Nova Scotia Health Authority there is uncertainty as to where this group stands.

ACTION: Members to check with their internal contacts to gather information.

#### **6. Final Review of SBAR regarding Clinical Education and HSPnet**

Discussion focused on the third draft of the SBAR intended to first be submitted to the Academic Health Council and then sent on to the Nova Scotia Health Authority Transition Team responsible.

Changes were made and will be sent to membership for final comments which will be incorporated and then sent to the Academic Health Council co-chairs, Carmelle d'Entremont (NSHA) and Jocelyn Vine (IWK) for their review.

#### **7. Open Discussion**

Topics included Quick Entry vs adding additional programs which was tabled until time allowed greater discussion.

The Student Consent form was also discussed and what options for change may be available. Discussion also included the options when a student declines to give permission to share their information. Mary Thibideau will follow-up on this and discuss with the National Privacy Officer if necessary. Further discussion will take place.

Training options were reviewed and further discussion was recommended once we have a good understanding of the future direction of HSPnet regarding the Nova Scotia Health Authority merger and feedback on the SBAR is received.

Members also requested a listing of programs that are operating in HSPnet-NS.

#### **8. The meeting adjourned at approximately 3:05 PM.**



## Co-chair Report 2015

### National HSPnet Alliance Vision

*The National HSPnet Alliance will enhance the availability, quality and management of health sciences practice education\* through a Canadian collaboration that effectively contributes to Health Human resources.*

***“Practice education is the experiential learning component of healthcare provider education that occurs in health service delivery and/or simulated settings, and that helps students learn the necessary skills, attitudes and knowledge required to practice effectively in their field.”***

To achieve this vision, the National HSPnet Alliance has agreed to undertake the following mission and “core business” activities:

#### Mission Statement

*The National HSPnet Alliance will contribute to enhanced availability, quality and management of health sciences practice education by continuously improving HSPnet tools and processes to meet the evolving needs of multiple jurisdictions and stakeholders:*

- *Ensuring an effective and sustainable **shared infrastructure** through sound governance and performance management;*
- *Improving **practice education management** through the exchange of knowledge and best practices, shared policies, and collaborative development of integrated enhancements;*
- *Contributing to **effective information management** and better understanding of practice education activities and outcomes.*

From our brainstorming session held at our last Annual Meeting and reviewing the roles and responsibilities of RCHI and PHSA, it was agreed that the role of the National Alliance is best used for pooling of resources and best practices, as a forum to network and discuss common HSPnet issues, and as a vehicle to allocate the HSPnet operating and enhancement budget.

The National Alliance will continue to be a valued information sharing network and the following items will be the focus of that sharing in the coming year:

- Becoming more skilled in using our data and sharing our findings

- Review existing communication tools and resources available on HSPnet and refresh as appropriate, and use to communicate within provinces by Alliance members, as needed.
- Data sharing group – go over info management strategies

In this in mind, the Alliance moved forward on the following:

- approved the replacement of servers within the 2015/16 budget
- approved the reallocation of training budget to implement webinars in order to make user training more accessible
- approved enhancements to HSPnet with the focus on the National Alliance being on strategic enhancements
- agreed upon improvements to be made to the national report card
- approved updates to national policies in order to accommodate changing business practices while protecting privacy of student information
- included the Provincial Sharing meetings into regular National Alliance meetings to reduce the overall number of meetings
- reviewed the budget process to ensure it remains equitable to all provinces and approved minor changes to metric for individual line items where appropriate