



HSPnet-NS Management Committee
October 1st, 2015 at 10:00am
Via teleconference

Present:

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| • Lynn Hoeg, Northern Zone | • Michelle Kucey, NSCC | • Chuck McDow, HANS (Chair) |
| • Anne Mahalik, Dal | • Willena Nemeth, CBU | • Michelle Sperry, Central Zone |
| • Suzanne Wilke, Dept of Labor/AE | • Suzie Officer, Dal | • Cristina Lo Presti, Western Zone |
| | • Lisa Clements, IWK | • Julie Coulter, Northern Zone |

Regrets:

- | | | |
|-----------------------------|---------------------------------|---|
| • Beth Snyder, Western Zone | • Carrie MacIssac, Eastern Zone | • Angela Clifton, Western Zone |
| • Ruth Whelan, RNPDC | • Barb Bleasdale, Dal | • Tanya Dutton, Central Zone |
| • Mary Thibeault, IWK | • Jackie Hartigan-Rogers, Dal | • Nancy McConnell-Maxner, Northern Zone |

Absent:

- | | | |
|------------------------------|------------------------|-------------------------------|
| • Karl Kowalczyk, Medavie | • Yvonne Fraser, ST-FX | • Pam Robichaud, Western Zone |
| • Clare Currie, Eastern Zone | | |

1. Welcome and Call to Order

Chuck welcomed the group and called the meeting to order at 10:00 and participants introduced themselves in the call for attendance purposes.

The agenda for this meeting was approved as written.

2. National Alliance Update

There has been little activity during the summer with the National Alliance. The next meeting is October 7th when the budgeting process for Fiscal 16/17 is scheduled to begin. More will be reported at the next Management Committee meeting.

3. National Data Stewardship Update

Next meeting scheduled for October 28th

4. Academic Health Council Meeting Update

The Academic Health Council are expected to meet sometime his fall. The SBAR regarding HSPnet has been sent to the co-chairs, Jocelyn Vine (IWK) and Carmelle d'Entremont (NSHA). It is hoped that HSPnet will be on the agenda at the upcoming meeting.

5. NS Provincial Update

• **Completion of SBAR**

The SBAR has been completed and as mentioned above has been sent to the Academic Health Council co-chairs

• **Review of Provincial Data**

The data table was reviewed and discussions pertaining to Placement Request Status occurred noting that the status for Quick Entry requests may need to be updated as the placement occurs.

- **Review of changes to Vision/Mission Statements and Terms of Reference.**
 - Vision and Mission Statements - Approval motion by Wilena Nemeth, seconded by Suzie Officer
 - Terms of Reference - Approval motion by Wilena Nemeth, seconded by Anne Mahalik

- **Update on June User Group Meeting**

Chuck updated the committee on the June User Group meeting. The users would like more sessions of a shorter length in order to 1) network with their peers and 2) learn more and problem solve using HSPnet. Solutions were discussed including having the HSPnet trainers do Web-Ex sessions with the users for approximately 2 hours in duration at a cost of \$775.00 (approximate). This solution would assist with the second goal of the group however may not meet the first requirement of networking. In-person sessions tend to limit the group to the geographical area and we would like to have a provincial solution.

A sub-committee was formed to look into this and specifically how a session could work with HSPnet trainer involvement (and cost) while keeping all applicable data private. The sub-committee will include Michelle Sperry, Cristina Lo Presti and Ann Mahalik with Chuck coordinating.

- **Review of programs currently on HSPnet-NS**

Programs were briefly reviewed. One program was identified as having its intake suspended until possibly 2017. Chuck will follow-up with PHSA to de-activate the program until that time so that it does not generate costs. Committee members were encouraged to review their programs to ensure all are being used.

A request was made to create a similar list for the Receiving side listing sites and coordinators.

ACTION: Chuck will work on this.

- **Follow-up on Student Consent Form**

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 followed up on this and her email was read.

At this time, the choice to sign the consent is with the student. Should an organization want to amend the agreement, an email should be forward to Mary Thibeau as Nova Scotia's Privacy Officer (cc to Chuck as representative of the Lead Agency) with specifics on their request for change. Mary would then bring this forward to the National Data Stewardship Committee.

- **Discussion on Quick entry vs additional program**

Discussion centered around options for programs with very small numbers each year including the Guest Entry, Quick Entry and the addition of a program within HSPnet.

At this time, evaluation will continue on a one-to-one basis as need arises. Once the parameters are set for the Nova Scotia Health Authority with regards to HSPnet and if the volume of these types of requests increases, this item can be revisited.

6. Training

Next training dates are October 22 and 23 2015. Committee members were asked to encourage participation as required within their organizations.

7. The meeting was adjourned at approximately 11:25.