



## HSPnet-NS Management Committee

November 26, 2015 at 10:00am

Via teleconference

### Present:

- Anne Mahalik, Dal
- Suzie Officer, Dal
- Chuck McDow, HANS (Chair)
- Suzanne Wilke, Dept of Labor/AE
- Mary Thibeault, IWK
- Michelle Sperry, Central Zone
- Tanya Dutton, Central Zone
- Nancy McConnell-Maxner, Northern Zone
- Cristina Lo Presti, Western Zone
- Jackie Hartigan-Rogers, Dal
- Clare Currie, Eastern Zone
- Julie Coulter, Northern Zone
- Beth Snyder, Western Zone

### Regrets:

- Ruth Whelan, RNPDC
- Karen MacRury-Sweet, Dal
- Angela Clifton, Western Zone
- Willena Nemeth, CBU
- Yvonne Fraser, ST-FX

### Absent:

- Karl Kowalczyk, Medavie
- Michelle Kucey, NSCC
- Lisa Clements, IWK
- Carrie MacLissac, Eastern Zone
- Lynn Hoeg, Northern Zone
- Pam Robichaud, Western Zone

## 1. Welcome and Call to Order

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

The agenda for this meeting was approved as written.

## 2. National Alliance Update

### • Transfer of Services from RCHI to PHSA

As of April 1, 2016 Training, Help Desk, Database Management and other support services will be transferred from RCHI Consulting (Theresa Faggiani and Susanne Hendrickson's company) to British Columbia's Provincial Health Services Authority (PHSA) who are the HSPnet software owners.

A transition project team has been established within PHSA to ensure a seamless transition for our users. In addition, the National Alliance has met separately to formulate a list of concerns, questions and comments regarding the transition in order to ensure the same level of service offerings are continued while mitigating any risk associated with such a transfer. The list has been submitted to PHSA with an expected response by December 9<sup>th</sup>, 2015. It should also be noted that the RCHI team is playing an instrumental role in ensuring a smooth transition of all services they currently provide.

It is expected that some answers will be forthcoming during the annual National budget process and more concrete information will be made available through both the response to the National Alliance questions and a special meeting on the transition to be held in January.

The latest communication from PHSA titled "Keeping You Informed" can found at the end of this document.

### • National Budget

The initial budget meeting was held on November 18, 2015 to start the annual National budget process. This process is expected to be completed by the end of December. The national Budget is determined by the costs of all services, hardware and support related to the operation of the HSPnet software in Canada. Provincial amounts are determined through a cost sharing matrix such as the number of programs

percentage of total or the number of Advanced User equivalents percentage of total, whichever is most appropriate per line item.

It is expected that there will be some cost savings as a result of the transfer of services from RCHI (private, for-profit company) to PHSA (not for-profit organization).

The National Budget forms the basis for our provincial budget. Additional costs such as the Provincial Coordinator role, program growth and special projects (when applicable) are applied to the NS budget. The HSPnet-NS Management Committee agreed to maintain the current minimal projected growth amount for the upcoming budget (\$4000). The cost of the Provincial Coordinator role will remain as is for another year and there are no special projects to be included in the budget.

### **3. National Data Stewardship Update**

No activity since the last HSPnet-NS Management Committee meeting. Next meeting scheduled for December 16th

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

The Academic Health Council met on November 6th. Chuck attended a portion of the meeting to give a quick review of HSPnet and its usage in Nova Scotia and to present the recommendations of the recent SBAR that the Management Committee had submitted. Carmelle d'Entremont (NSHA), VP People and Organizational Development, stated that the NSHA approved the recommendations in principle while also asking that the partners have patience while the NSHA formulates its plan for both Human Resources and Clinical Education portfolios. Beth added that Carmelle had contacted her and her colleagues regarding the recommendations for their feedback in order to begin due diligence.

It was also noted that the structure of this committee has evolved with the transition of the former nine District Health Authorities to the NSHA and with that comes a reduction in membership. Issues previously pertinent to all former districts were brought to the AHC group for decisions/discussions and now those specific issues would be addressed with the NSHA directly.

Action: Chuck will ask for the Terms of Reference for the Academic Health Council in order to determine what role and what information would best fit with the Council in order to properly set expectations between the HSPnet-NS Management Committee and the Academic Health Council.

### **5. NS Provincial Update**

#### **• Update of User Group Subcommittee**

At the last HSPnet-NS Management Committee meeting the need for a User Group subcommittee was established and the committee members are Michele Sperry (NSHA – Central), Anne Mahalik (Dalhousie-Health Sciences), Cristini Lo Presti (NSHA – Western) with Chuck McDow coordinating/chairing. The committee met on November 5<sup>th</sup> to brainstorm ideas to achieve user requests of additional peer networking and training opportunities. Several options were brought forward and discussed and after consultation with RCHI on several (including cost), the committee recommended that sessions be held via Webex for Receiving Coordinators/Destination Coordinators and Placing Coordinators separately, led by specific individuals from each group. Following these sessions, we would then book HSPnet team trainers/facilitators to do an additional session for the combined users. The sessions would be 2 hours in length via Webex using the training data in order to protect student and organization privacy. It was agreed to add an additional day of training to the 2016-17 fiscal budget to accomplish this.

Communication with the users will be done through the HSPnet-NS newsletter and users will be polled as to which dates may work best for them in order to maximize participation.

- **DHW Representation**

With the current vacancy of a Department of Health and Wellness (DHW) representative, Cindy Cruikshank from the DHW asked that we do a needs analysis for said representation. Committee members understand the need to reduce workloads in some areas (to add from others in many cases) however felt that we could accomplish our goals with a *Corresponding Representative*. This representative would receive agendas and minutes from the HSPnet-NS Management Committee meetings and could then decide when it is appropriate or desirable to add their comments or give pertinent information. This recommendation would fulfill the needs to

- 1) Understand the DHW vision of meeting the goals for the future regarding Health Human Resources (HHR)
- 2) Have government be part of the strategic vision for HSPnet into the future
- 3) Maintain the historical linkage between DHW and HSPnet-NS
- 4) Determine what data may be available in the future to support HHR initiatives

Chuck would provide an initial orientation session on HSPnet for the DHW representative and maintain that connection. Clear expectations on both parts would be reviewed as well.

Action: Chuck to email Cindy Cruikshank, DHW with recommendation.

- **2016 Meetings**

Discussion took place regarding meetings for 2016. It was agreed that the number of meetings per year is sufficient at this time, however may be revisited if the need should arise. A doodle poll will be sent to all members with day/time preferences to establish a “best of” date – once completed the meetings will be set up by Chuck and emailed to committee members to have in their calendars.

## **6. Training**

Next training dates are March 2<sup>nd</sup> and 3<sup>rd</sup>, 2016. Committee members were asked to encourage participation as required within their organizations.

## **7. The meeting was adjourned at approximately 11:10.**



KEEPING YOU INFORMED

**DATE** November 16, 2015

**TO** Chuck McDow, Co-Chair National HSPnet Alliance  
Karena Apps Eccles, Co-Chair National HSPnet Alliance

**FROM** BJ Skladanowski, Business Operations Manager, HSPnet, Provincial Practice Education, Provincial Health Services Authority

**SUBJECT** **HSPnet NATIONAL ALLIANCE SERVICE TRANSITION UPDATE**

**1. Transition Work Completed to Date:**

- a) Secured funding to support one-time transition costs to March 31, 2016
- b) Established internal PHSA project team that includes project manager, learning and development, finance, IMITS, communications, HR and legal. Internal project charter, communication plan and work plan developed
- c) Secured internal infrastructure for future PHSA HSPnet staff
- d) Reviewed inventory of roles and deliverables with RHCI
- e) Developed, approved, and posted job descriptions. Established a direct PHSA HR contact for RHCI staff to provide opportunity for interested RHCI staff to transition to PHSA (preferred human resourcing strategy)
- f) Developed orientation and training plan for staff with support from RHCI and PHSA project team

**2. Action Items:**

- a) Updating PHSA HSPnet PIA
- b) Review and respond to Alliance services questions
- c) Hire staff in January and train through to April
- d) Determine help desk ticket management system; set up help desk phone support

Please contact [bj.skladanowski@phsa.ca](mailto:bj.skladanowski@phsa.ca) for all information regarding this, as required.