

Information Management Committee
March 1, 2002 - 9 a.m. - Board Room, Corporate Office

Present:

Mr. K. Decker, Chairperson
Mr. T. Mouland
Mr. J. Brown
Ms. D. Cooper
Mr. C. Murphy
Ms. D. Kearsey
Mr. I. Kendall

Ms. H. Byrne
Mr. A. Grossert
Ms. E. Connors
Mr. D. MacDonald
Mr. E. Wade
Mr. W. Miller

Regrets:

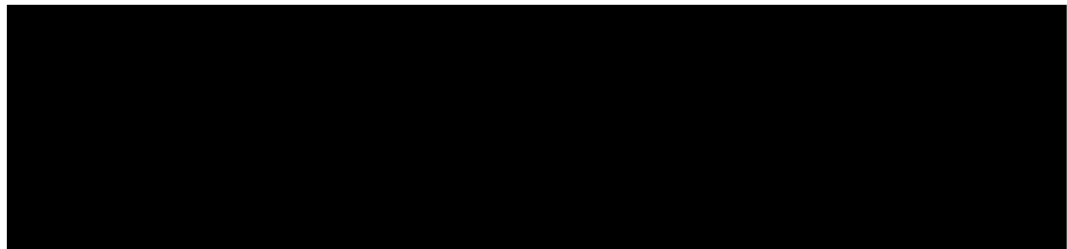
Ms. S. Lehr
Ms. S. Penney
Ms. P. Elliott
Dr. F. King
Ms. S. Smith
Ms. J. Templeton
Ms. R. Barrington

1 Minutes of the Last Meeting

The minutes of the meeting held on February 1, 2002, were approved as circulated.

2 Business Arising

2.1



2.2 Confidentiality Policy

Prior to the meeting, a draft confidentiality policy was circulated to the committee by Ms. Smith. The committee supported the policy and its continuation through the review process.

There was some discussion regarding access to the Corporation's computer system by external organizations and the associated security issues. Information

Management and Technology are working on a policy on this.

It was suggested that we may receive some negative feedback on the confidentiality policy from physicians with respect to the section on breaches of confidentiality.

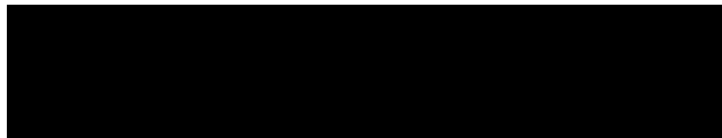
2.3 Content of Health Records - Electronic vs Paper

Ms. Connors reported that the draft policy has been submitted to Dr. Williams for review by the Clinical Chiefs.

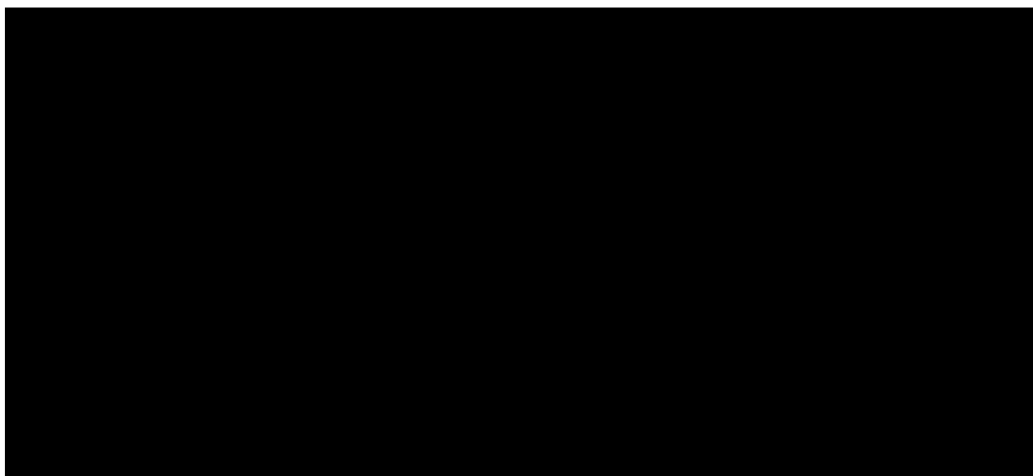
The Electronic Health Record Committee will be reviewing the Information Management Strategic Plan as it relates to electronic health records. A sub-committee has been established which will be developing tasks and time lines around strategies relating to the electronic health records.

Mr. Mouland indicated that a chart review has been conducted to determine if there are other portions of the health record which could be formatted electronically.

2.4



2.5





2.6



3 New Business

3.1 Review of Information Management Strategic Plan

The plan was reviewed, and a status was provided on the following:

1.1.1 - "questionnaire" - Mr. Decker is following up.

1.1.3 - "Information Management needs" - the list of Information Management needs should be reviewed factoring in the impact of the Hay Operational Review.

1.1.5 - "directions of external stakeholders" - Mr. Brown will forward the list of external stakeholders to Mr. Decker for review and updating. There was some discussion regarding MIS and financial statistics with the Department of Health and linkages with CIHI and NLHCI. It was noted that it will be a challenge for all Boards to meet the deadline of July 12 for submission of data to CIHI, and this is related primarily to Meditech.

1.3.1 - "benchmarks for Information Management" - identifying benchmarks for Information Management is difficult. Suggestions on areas to look are information from the Performance Indicator Reporting Committee, human resource expense indicators related to Information Management from Hay, NLHCI work related to MIS, 14 indicators identified by Government on which organizations are expected to report and Gartner, a professional group which provides information on information technology. Mr. Decker and Mr. Mouland will work on a draft.

1.3.3 - "review of progress and directions" - The operational review will increase the pressure on having data up to date and becoming more sophisticated in managing clinical and financial information. Are the directions we have established taking us in this direction? Some of the projects underway are:

- ☐ HR Information System
- ☐ Wait List System
- ☐ 3M Grouper work
- ☐ statistics for Diagnostic Imaging and Laboratory
- ☐ data repository. Not yet underway. Mr. Mouland will cost it out.
- ☐ nursing workload and documentation
- ☐ concurrent coding project
- ☐ electronic health records project
- ☐ computers to access records in the clinics
- ☐ drug interaction software - The committee recommends that this project proceed and be implemented. Mr. Decker will submit this recommendation to Corporate Team.
- ☐ IM & T is responding aggressively to hardware requests. Approximately 150 PCS have been purchased in the last three months. The objective is to have a PC at every nursing station.
- ☐ remote access for physicians - 15 clinics have remote access (approximately 30 physicians). St. Pierre & Miquelon has requested remote access.
- ☐ Public Health Laboratories has implemented Medinet which will eliminate paper laboratory results, and the possibility of implementing provincially is being reviewed.

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- ∃ web-based initiatives, i.e. Intranet. Mr. Kendall has a list of projects being pursued by the Division of Applications Development and will make this available to the committee.
- ∃ a prototype of the nursing policy manual has been developed for the Intranet. Other manuals will also be pursued.
- ∃ new web site
- ∃ O.R. system
- ∃ shared directory for access to utilization information from the 3M Grouper

1.3.4 - "Terms of Reference and Membership" - it was agreed to invite Ms. Patricia Pilgrim to join the committee in her new role as Senior Director, Clinical Efficiency Unit.

1.5 - "communicate plan" - a presentation will be prepared for the Senior Management Committee. It is also expected that the Board of Trustees will request a status report on the plan.

2.1.1. - "standardize documentation processes" - The Documentation Committee has developed a documentation process and standards and included them in the Administration manual. A model for clinical documentation is being selected.

2.1.2 - "electronic health record requirements" - The Electronic Health Records Committee will be asked to provide an update at the next meeting.

2.2.1 - "access needs by user group" - this should be included with the questionnaire on information needs.

5.1.1. and 5.1.2 - "education, reference and information material" - Ms. Kearsey advised that annual needs assessment surveys are conducted and the Health Sciences Library is doing a needs assessment. A survey by the Newfoundland and Labrador Health Knowledge Information Network through the Atlantic provinces is also being done. Most of the health boards have access to this.

6 "confidentiality and security" - each Board has been asked to identify a contact person for confidentiality and security issues, and Ms. Smith will be asked to follow up on a contact person for the HCCSJ.

6.1.2 - "update policies and procedures" - the policy is being developed and inservices are ongoing.

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Mr. MacDonald advised that the Provincial Health Research Ethics Body will impact on this because any health research conducted in the province will have to be reviewed by this group.

7. - "integrity and standardization of information" - It is recognized that there are issues with data integrity and quality in the organization, and it was agreed that we focus on identifying these at the next meeting.

It was agreed to schedule a full review of the Information Management Strategic Plan quarterly, and the next review will be done in June, 2002.

4 Next Meeting

The next meeting is scheduled for *April 5, 2002*.

5 Adjournment

The meeting adjourned at 11:10 a.m.