

Terms of Reference NLHS EMR Committee

Background:

The amalgamation of the four Regional Health Authorities and NLCHI into NL Health Services presents an opportunity to standardize approaches to EMR access requests, uses of and approval processes for EMR data, requests to transfer health records contained within EMR, and privacy/security practices and awareness. In addition, the Fee for Service (FFS)/Provincial Health Authority (PHA) agreement and other foundational EMR program documents contemplate the formation of a NLHS EMR Committee wherein these and other issues can be discussed and awareness of NLHS EMR usage, policies and access can be shared with all custodians working on NLHS EMR instances. This NLHS EMR Committee will fulfill this role and enable the implementation and sustainability of agreements between the NLHS and FFS Physicians that can clearly inform and delineate roles and responsibilities in NLHS EMR environments.

Responsibilities:

The committee will:

- Establish criteria intended to aid decision-making regarding access and transfer of record requests;
- Review EMR access and transfer of record requests and communicate the committee's decisions to requestors;
- Promote awareness of level of access to shared records amongst all custodians working in NLHS EMR instances;
- Promote awareness of NLHS policies and the individual privacy and security obligations of all custodians working in NLHS EMR instances;
- Promote awareness for all custodians of requests for EMR data and the uses of EMR data by all custodians;
- Serve as an escalation body for complaints from FFS physicians and NLHS employees participating in the RHA instances of the EMR with respect to compliance with the FFS/RHA Agreement and the EMR Information Management Framework.
- Other duties as they arise and are deemed appropriate for this committee.

Membership:

Voting:

- Director Primary Health Care SHN – Kim Ghaney or delegate
- Senior Provincial Director Health Information Management and Chief Privacy Officer – Alissa Setliff

- One FFS Physician in EMR from each NLHS EMR Instance (Central, Western, Eastern/LG)
- Senior Director Provincial Medical Services – Kim Adams or delegate
- Provincial Director of Health Information Management – Maria Rotondi or delegate
- Quality and Risk – TBD or delegate

Non-Voting:

- Legal, ad hoc
- Director eDOCSNL – Fred Melindy or delegate

There is no defined term for membership; members will continue to represent their divisions until they have passed on the responsibility to another suitable representative through the stepping down process described below.

Substitutes will be permitted, though the member must ensure their substitutes are significantly educated on the topics to make decisions in their stead.

Stepping Down:

When members need to step down, they will be asked to inform the Committee and suggest a replacement to provide continuity of representation. Representatives should be provincial in scope where possible.

Chair:

The Senior Director of Health Information Management and Chief Privacy Officer will chair the meetings, with assistance from the Director of eDOCSNL. eDOCSNL will be responsible for distributing meeting materials and taking meeting notes.

Guests:

Guests may be invited to attend meetings at the discretion of the Chair to provide subject matter expertise and advice. Guests are not eligible to participate in decision making.

Expectations of Members:

- Attendance: Group meetings will take place virtually via Microsoft Teams. If a member is unable to attend, they should attempt to send a proxy to represent them.
- Agenda: The meeting agenda will be sent to the Membership ahead of the meeting. The agenda will be mutually agreed upon by members in advance.

- Preparation: It is expected that all members are present and prepared for the meeting.
- Conduct of Meeting: The chair will lead the meetings. General rules of order will apply.
- Notes: Minutes of meetings will be prepared by eDOCSNL and shared with the group.
- Frequency of meetings: Monthly or at the call of the Chair or co-Chair.

Decision Making:

Decision making will be by consensus or by vote when consensus is unable to be achieved.

Quorum:

The minimum number of attendees will be 50% plus one. There may be occasions where certain members may be required to attend in order to make particular decisions, despite having the requisite numbers. This decision will be made at the discretion of the committee chair.

Reimbursement of Expenses and Compensation for Time:

FFS physicians can be paid honoraria for their time in accordance with the eDOCSNL Honorariums policy. No compensation for NLHS members is planned at this time.

Duration:

The Committee will remain in place for an unlimited duration, as long as required.

Amending the Terms of Reference:

The Terms of Reference may be amended by the Committee as required and by consensus.

Conflicts of Interest:

It is the responsibility of all members to disclose actual, perceived and potential conflicts of interest. Members must withdraw from the committee meeting and the minutes must state that such member was absent from the meeting for both the discussion and decision making with respect to item(s) in question.