eHealth Saskatchewan

PANORAMA IOM - NORTHERN INTER-TRIBAL HEALTH AUTHORITY (NITHA) ORGANIZATION REQUEST FORM

Instructions: Please fill in this form, print it, sign it, and sign the Checklist (4 *pages in total*). You may then either: fax the completed and signed forms to the Ministry of Health at 306-787-3237 **or** scan the completed and signed forms and email them to PHBGeneral@health.gov.sk.ca .This form is specifically for IOM access for Northern Inter-Tribal Health Authority (NITHA), their partner agencies and communities and/or communities with transferred nursing services.

REQUESTING ORGANIZATION INFORMATION:

Organization Legal Name: (Please Print) _____

Address: _____   City: _____

Postal Code: _____   Email: _____

Telephone: _____   Fax: _____

I acknowledge that I, head of the requesting Organization, have read and agree to the responsibilities and uses as described in this form and my obligations under *The Health Information Protection Act (HIPA)*, *The Public Health Act, 1994* Section 65 and *The Disease Control Regulations* Section 22 and 22.01.

I also confirm that I have the authority to make the requests outlined on this form on behalf of the Community Health Organizations listed below.

This section *must* be signed by the head of the Organization requesting access to Panorama. The head of the Organization could be the Director or CEO of the Organization, the Tribal/Band Chief, or Health Director, depending upon the reporting structure.

Head of the First Nation Organization Information & Signature:

Name: _____
(Please Print)
Title: _____

Signature: _____   Date: _____
YYYY/MM/DD

The next section allows you to designate one or more person(s) in your organization who will approve other members in your organization to use the Panorama system.

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DESIGNATION OF AUTHORIZED APPROVERS

Please complete the following section with a minimum of one Authorized Approver. Authorized Approvers will receive email notification when members of your Organization request user rights to Panorama and will be required to approve those members who will be allowed to have access ("approved users"). Please see **Appendix A** for description of roles.

Last Name	*First Name*	*Email Address*	*Roles for which Approver is authorized (please check all that apply)*			
			Investigations Imms RespDirect	*Investigations Enteric Vector Zoo*	*Investigations Imms STBBI RespDirect Vector Zoo*	*Investigations Imms STBBI RespDirect Vector Zoo Enteric*

Agreement

This Agreement is specific to accessing Panorama Investigations and Outbreak Management Module

Panorama – 3rd Level Health Service Organization Roles & Responsibilities

The 3rd Level Health Service Organization is responsible for ensuring that:

- Training has been provided to the Authorized Approvers so they understand their roles and responsibilities as approvers;
- Users have received training on Panorama IOM;
- New and adjusted user and approver account requests are completed and routed appropriately to eHealth Saskatchewan in a timely manner;
- An inventory of user accounts is maintained;
- Data entered is accurate and quality assurance processes are in place;
- Appropriate physical, organizational and technological safeguards are in place within their organization to protect the security and integrity of the Panorama data; and
- Referrals from other jurisdictions are forwarded to partner organizations and referrals from partner organizations are forwarded to other jurisdictions.

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Panorama - Approved Organization Roles & Responsibilities

Approved Organizations are responsible for ensuring that:

- The organization's designated Authorized Approver(s) have completed all required training as well as have read and understand the roles and responsibilities of Authorized Approvers.
- Appropriate physical, organizational and technological safeguards are in place within their Organization to protect the security and integrity of the Panorama data.
- Panorama data is used only for authorized purposes.
- The Organization is responsible for the management of Authorized Approvers including advising the 3rd level of additions and deletions in a timely manner.
- The approved Organization and any designated Authorized Approvers are accountable for the actions of approved users within your Organization.
- The organizational head can delegate the responsibility for managing Panorama Authorized Approvers to someone within the Organization by sending an email or letter identifying the responsible individual to the 3rd Level Health Service Organization who will facilitate the notification to the eHealth SK Service Desk.

Panorama - Authorized Approver Roles & Responsibilities

Designated Authorized Approvers are responsible for:

- Reviewing and approving Panorama access requests for their organization(s) as required.
- In partnership with the 3rd Level Organization, keeping the approved users list up to date for their organization.
- Being accountable for the actions of any approved users within your organization.

Panorama - User Roles & Responsibilities

Approved users are responsible for:

- Using Panorama data for authorized purposes only and in accordance with their organization's policies and procedures.

Note:
- **User access is audited.**
- **Inappropriate use of Panorama shall be reported to the Ministry of Health and may result in revocation of the user's and/or organization's access privileges.**

Managing Requests for Secondary Use of First Nation Data in Panorama

Section 22.01 of the *Disease Control Regulations*, under *The Public Health Act, 1994*, outlines the collection, use and disclosure of information in Panorama, the basis of which is to ensure the prevention and control of vaccine preventable diseases. In the event that eHealth Saskatchewan and/or the Ministry of Health receives a request for First Nation community level data for research purposes, the request will be forwarded to the Head of the First Nations Community to approve the data access request regardless of whether the First Nations community is a current user of Panorama.

Panorama Readiness Checklist

The following list of readiness items must be completed before access to Panorama will be actioned. If you have not already connected with NITHA to review the Panorama Deployment Preparation Package, please do so before completing the attached form and checklist.

Please check the list and ensure that the Head of Organization, as identified in the First Nation Organizational Access Request Form, signs below confirming that these are completed. Thank you.

- Hardware/Software/Connectivity meets requirements

- Business and IT support mechanisms are established and accessible

- Training plan for users has been established

- Privacy & Security policies are established, and staff trained on their application

- Process to track users and notify eHealth SK of changes is in place

- The Organization Access Request Form has been completed and signed

_____   _____

Head of Organization – Signature   **Date: YYYY/MM/DD**

Appendix A

Panorama IOM uses Encounter Groups to limit access to information.
There are four encounter groups:

1. Sexually Transmitted Infections and Blood Borne Pathogens
2. Respiratory and Direct Contact
3. Enteric
4. Zoonotic and Vectorborne

Choosing the appropriate role will ensure the user only has access to the encounter groups that they require for their work duties.

ROLE	Description
Investigations_Imms_RespDirect	Immunization and IOM/CD Respiratory & Direct Contact
Investigations_Enteric_VectorZoo	IOM/CD – enteric and Vector borne/zoonotic only
Investigations_Imms_STBBI_RespDirect_VectorZoo	Immunization and IOM/CD except enteric
Investigations_Imms_STBBI_RespDirect_Vector Zoo_Enterics	Immunization and all IOM/CD