

PANORAMA IOM – FIRST NATIONS AND INUIT HEALTH BRANCH (FNIHB) ORGANIZATION REQUEST FORM

This form is specifically for IOM access for First Nations Communities with transferred nursing services and for whom First Nations and Inuit Health Branch – Saskatchewan (FNIHB-SK) provides 3rd level public health services.

Instructions: Please review, fill in and print the form, then sign on p.1 and p.4. You may scan and email the completed and signed form to skfnihbcommunicabledisease@sac-isc.gc.ca or fax to 306.780.8826. FNIHB-SK will review for completeness before forwarding to the Ministry of Health on your behalf. Please allow for up to 3 weeks for processing.

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.

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.

Name: _____ Title: _____
(Please Print)

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.

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.

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Last Name	First Name	Email Address	Roles for which Approver is authorized (please check all that apply)				
			Designated Panorama Administrator	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 IOM.

Panorama - Requesting Organization Roles & Responsibilities

Once approved, Requesting Organizations are responsible for ensuring that:

- The Approved Organization and any designated Authorized Approvers are accountable for the actions of approved users within your organization.
- The Organization’s designated Authorized Approver(s) 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 FNIHB-SK and eHealth Saskatchewan Service Desk of additions and timely deletions.
- The Organization is responsible for ensuring users have received training on Panorama IOM.

Panorama - Authorized Approver Roles & Responsibilities

Designated Authorized Approvers are responsible for:

- Reviewing and approving Panorama access requests for their Organization(s) as required.
- Ensuring the Panorama User Access Agreement is completed and signed by the user and then signed off by a designated Authorized Approver before submitting any account request.
- Maintaining an up-to-date list of approved users for their organization.
- Performing audits on new users on a regular basis to ensure data quality and access to personal health information is appropriate.
- Providing eHealth Saskatchewan with prompt updates on account deactivations/updates/removals as users gain access to or move off the system.
- Being accountable for the actions of any approved users within their Organization(s).

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.

Panorama – 3rd Level Support - Roles & Responsibilities

FNIHB-SK is responsible for:

In addition to their overall role of coordinating and overseeing investigations consistent with the MHO function, FNIHB-SK has specific responsibilities relating to the FNOARF process:

- Coordination of the IOM FNOARF submission process.
- Making training materials available for IOM end user training.

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

In the event that eHealth SK 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 IOM will be actioned. If you have not already connected with FNIHB-SK to review the Panorama IOM Deployment Steps, please do so before completing the attached form and checklist.

Please check the list and ensure that the Head of Organization, as identified on p.1 of the First Nation Organization Access Request Form, signs below confirming that these are completed. Thank you.

Readiness Item	Checkmark
• Hardware/Software/Connectivity meets requirements	
• Business and IT support mechanisms are established and accessible	
• Training plan for users has been established in collaboration with FNIHB-SK	
• Privacy & Security policies are established, and staff have been appropriately trained	
• 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

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