

HUB COLLABORATION CALL

TERMS OF REFERENCE

DATE: Jan 28th, 2021

Document Control

The electronic version of this document is recognized as the only valid version

Revision History

Version Number	Date	Editor	Summary of Change
1.0	2010-04-24	Lynn Bender	Updates
1.1	2010-12-06	Lynn Bender	Updates
1.2	2010-12-28	Arielle Fuller	Updates
1.3	2012-11-20	Lynn Bender	Updates - coordinators
1.4	2013-09-18	Lynn Bender	Updates - IHF
1.5	2015-11-24	Lynn Bender	Updates
2.0	2016-02-18	Arielle Fuller	Updates based on survey, new formatting and structure TOR review
3.0	2017.11.16	Arielle Fuller	Update contents and formatting
3.1	2018.01.25	Steve Walker	Update contents and formatting
3.2	2020.03.10	Steve Walker	Update contents and formatting
3.3	2021.01.28	Steve Walker	Update contents and formatting

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About this Document

This document describes the purpose and structure of the hub collaboration call meetings. It defines the topics, scope, stakeholders and schedule of the calls and enables collaboration with other organizations that share the Digital Imaging Repository.

What is the Southwestern Ontario Diagnostic Imaging Network?

The Southwestern Ontario Diagnostic Imaging Network (SWODIN) project was initiated by Canada Health Infoway and the Ministry of Health and Long Term Care (MOHLTC) to address specific issues with regard to access to radiology images and reports. The manual tools and processes that were in place for managing the distribution of medical images as well as the distance between institutions, limited the availability of current and relevant data to support patient care.

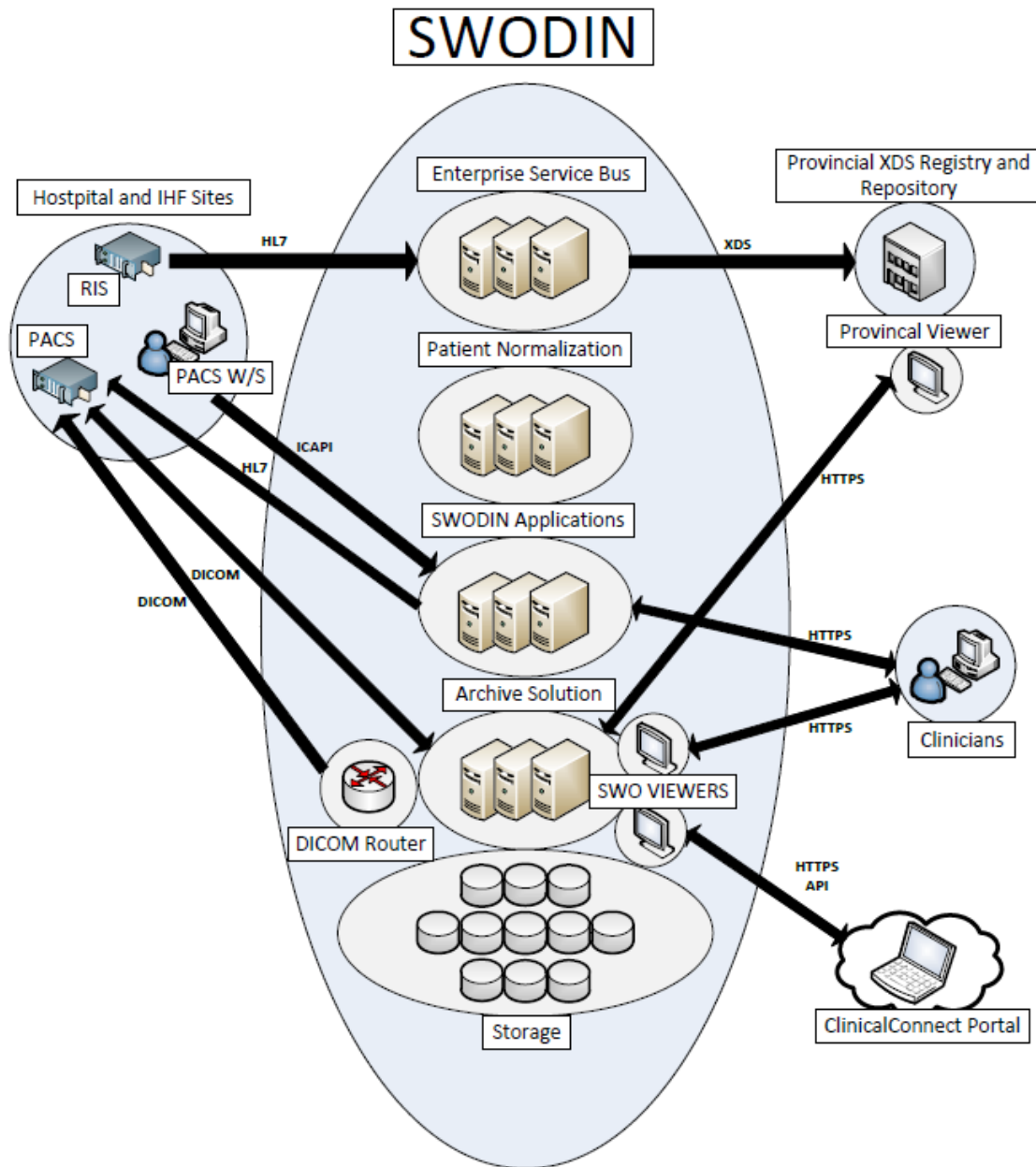
The SWODIN project was defined to deliver an automated solution for:

- Storage and retrieval of diagnostic images from anywhere in Southwestern Ontario
- Access to reports from within the DI-r
- Centralization of ITS resource administration

The SWODIN project was completed in March 2013. Expansion of the Project to incorporate IHF's started in 2012 and was completed as of 2015.

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SWO Diagnostic Imaging Repository Architecture



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Topics

Communication of: changes, updates, information relevant to stakeholders	Review change controls affecting stakeholders
Integrity of all systems	Review projects including: status and timelines
Standardization of processes	Review incidents and resolutions
Guest Speaker: Information relevant to stakeholders	Review and recommendation of process improvements
Review Survey Results	Review issues and enhancements
Review Metrics	

Scope

Recommendations of processes/workflows within the SWO DI-r	Establishment and information of Best Practice Guidelines
Communications to and from	Conduct gap analysis through focus groups
Contribute to the establishment and development of communication process, relationships and education.	Planning with respect to upgrades that may affect SWO DI-r Regional Functionality
Planning education and communication around upcoming changes	Determine and manage subgroups and actions to work on/help define enhancements
Provide feedback of issues that need to move forward	Continued communication around “top helpdesk questions”
Requests/enhancements from all regions	

Note: Any recommendation from this group, which may impact other applications or involve budgetary or resourcing requirements, will be escalated to the Coordinator.

Meeting Etiquette

- All attendees should dial into the call prior to the call commencing.
- Attendees are to press *6 to mute the phone line. Pressing *7 to unmute phone line so attendees can ask questions.
- All attendees should identify themselves on the call.
- Meeting coordinator will introduce each presenter with name, title and company.

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Meeting Frequency

Meetings will be held on the following months: **January, April, June, September, and November.**

The meetings will be scheduled on **the last Thursday at 1:00PM** of the identified months. All attendees will receive an invite and notification for each meeting. Invited recipients are expected to accept or decline the invite.

Meeting Agenda

All agenda items must be sent to the oneview@lhsc.on.ca email account at least 5 working days prior to the scheduled meeting. The final agenda and documents will be released the morning of the hub collaboration call.

Meeting Minutes

The SWODIN Team members will record and distribute the minutes for each hub collaboration call. A copy of the minutes, including attachments, will be provided to all attendees via email after each meeting.

Meeting Phone Line

The phone line for the creation of the hub collaboration call is linked to the WebEx created for the meeting and is as follows:

Phone Line: 1-519-685-8100 or 1-416-915-6530

Internal Extension: 77000

Access ID: unique per WebEx

Password: only if requested and details will be provided on the WebEx invite

Meeting Coordinators

Business Systems Analyst and PACS/DIR Specialist

oneview@lhsc.on.ca

519-685-8500 ext. 44357 Request for OneView

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Representation/Stakeholders

Mandatory	Adhoc
Hospital and IHF Site Administrators (delegate)	Hospital and IHF IT Staff
SWODIN Business System Analyst	Hospital and IHF Privacy
SWODIN PACS/DIR Specialist	Hospital and IHF Data Integration Analysts
SWODIN Coordinator	Hospital and IHF RIS Analysts
System Provider Representatives	Hospital and IHF DI Manager
	SWODIN Director

Roles and Responsibilities

SWODIN Service Providers

The SWODIN members are responsible for creation of the meetings, chairing the meetings and reporting on the performance and operation of the DI-r System. The team will also receive agenda items from: the regional hospitals and independent health facilities groups, eHealth, Canada Infoway, Privacy and Security, and add in additional topics for the agenda. The team will distribute documentation and meeting minutes for each meeting. The team will send a survey to obtain feedback from the stakeholders and representatives on topics, scope, and frequency to ensure relevancy of information for the group.

Hospital and IHF Site Administrators or delegate

The Site Administrators are responsible for attending the meetings, providing relevant feedback and assist in fostering collaboration by providing examples or information beneficial for the group; if possible. Sharing any information obtained in the hub collaboration call with fellow colleagues or departments that may be useful. Requesting adhoc members from their hospital to attend the hub collaboration calls if they are requested by the SWODIN team.

System Provider Representatives

The System provider field representatives are responsible for attending the meetings and providing relevant feedback to topics and issues related to the Vendor Applications.

Adhoc Members

If adhoc members are requested, we require a representative (if possible) to attend the hub collaboration call and provided relevant feedback or share relevant information back to their department or team members.

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Participating Hospitals and Independent Health Facilities

ACRONYM	HOSPITAL NAME	WEBSITE LINK
AMGH	Alexandra Marine & General Hospital	http://www.amgh.ca/
BCHS	Brant Community Healthcare System – Brantford General Hospital & The Willett (2 sites)	http://www.bchsys.org/hospital/
BW	Bluewater Health (2 sites)	http://www.bluewaterhealth.ca/
CKHA	Chatham-Kent Health Alliance (2 sites)	http://www.ckha.on.ca/
CMH	Cambridge Memorial Hospital	https://www.cmh.org/
GBIN CH	South Bruce Grey Health Centre - Chesley Site	http://www.sbghc.on.ca/
GBIN DU	South Bruce Grey Health Centre - Durham Site	http://www.sbghc.on.ca/
GBIN HDH	Hanover and District Hospital	http://www.hanoverhospital.on.ca/
GBIN KI	South Bruce Grey Health Centre - Kincardine Site	http://www.sbghc.on.ca/
GBIN LH	Grey Bruce Health Services - Lion's Head Hospital	http://gbhs.on.ca/
GBIN MA	Grey Bruce Health Services - Markdale Hospital	http://gbhs.on.ca/
GBIN ME	Grey Bruce Health Services - Meaford Hospital	http://gbhs.on.ca/
GBIN OS	Grey Bruce Health Services - Owen Sound Hospital	http://gbhs.on.ca/
GBIN OSMI	Owen Sound Medical Imaging (clinic)	http://www.osmedicalimaging.com/
GBIN SO	Grey Bruce Health Services - Southampton Hospital	http://gbhs.on.ca/
GBIN WI	Grey Bruce Health Services - Wiarton Hospital	http://gbhs.on.ca/
GBIN WK	South Bruce Grey Health Centre - Walkerton Site	http://www.sbghc.on.ca/
GGH	Guelph General Hospital	http://www.gghorg.ca/
GRH	Grand River Hospital (KW and Freeport campuses) (2 sites)	http://www.grhosp.on.ca/
HDGH	Hotel-Dieu Grace Healthcare	http://www.hdgh.org/
HHS WHGH	Hamilton Health Sciences (multiple campuses) and West Haldimand General Hospital (10 sites)	http://www.hamiltonhealthsciences.ca/
HPHA SEA	Huron Perth Healthcare Alliance – Seaforth Community Hospital	http://www.hpha.ca/
HPHA STM	Huron Perth Healthcare Alliance – St.Marys Memorial Hospital	http://www.hpha.ca/
HPHA STO	Huron Perth Healthcare Alliance – Stratford General Hospital	http://www.hpha.ca/
HPHA WCH	Huron Perth Healthcare Alliance – Clinton Public Hospital	http://www.hpha.ca/
HWMH	Haldimand War Memorial Hospital – Dunnville	http://www.hwmh.ca/
IMA	Imagus Inc. (Charlton and Ancaster X-ray clinics) (2 clinics)	http://www.imagusinc.com/
JBMH	Joseph Brant Hospital	http://www.josephbranthospital.ca/

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LXA	London X-ray Associates (5 clinics)	http://www.londonxray.com/
LDMH	Erie Shores HealthCare – formally Leamington District Memorial Hospital	http://www.leamingtonhospital.com/
LWHA LMH	Listowel Wingham Hospitals Alliance - Listowel Memorial Hospital	http://www.lwha.ca/
LWHA WDH	Listowel Wingham Hospitals Alliance - Wingham & District Hospital	http://www.lwha.ca/
NGH	Norfolk General Hospital	http://www.ngh.on.ca/
NHS DMH	Niagara Health System - Douglas Memorial Site	http://www.niagarahealth.on.ca/
NHS GNG	Niagara Health System - Greater Niagara General Site	http://www.niagarahealth.on.ca/
NHS NTL	Niagara Health System - Niagara-on-the-Lake Site (closed April 2015)	http://www.niagarahealth.on.ca/
NHS OSS	Niagara Health System - Ontario Street Site (closed March 23, 2013)	http://www.niagarahealth.on.ca/
NHS PCG	Niagara Health System - Port Colborne Site	http://www.niagarahealth.on.ca/
NHS SCG	Niagara Health System - St. Catharines General Site	http://www.niagarahealth.on.ca/
NHS WHS	Niagara Health System - Welland Hospital Site	http://www.niagarahealth.on.ca/
SHHA SH	South Huron Hospital Association	http://www.shha.on.ca/
SJHH	St. Joseph's Healthcare Hamilton (3 sites)	http://www.stjoes.ca/
SMGH	St. Mary's General Hospital (3 sites)	http://www.smgh.ca/
STL	STL Diagnostic Imaging (clinic and mobile services)	http://www.stlimaging.com/
TVHPP AH	The Alexandra Hospital	http://www.alexandrahospital.on.ca/
TVHPP FCHS	Four Counties Health Services	http://www.mhalliance.on.ca/
TVHPP PKWD	St. Joseph's Health Care - Parkwood Institute	https://www.sjhc.london.on.ca/
TVHPP SJHC	St. Joseph's Health Care - St. Joseph's Hospital	https://www.sjhc.london.on.ca/
TVHPP SMGH	Strathroy Middlesex General Hospital	http://www.mhalliance.on.ca/
TVHPP STEG	St. Thomas Elgin General Hospital	http://www.stegh.on.ca/
TVHPP TDMH	Tillsonburg District Memorial Hospital	http://www.tillsonburghospital.on.ca/
TVHPP UH	London Health Sciences Centre - University Campus	http://www.lhsc.on.ca/
TVHPP VH	London Health Sciences Centre - Victoria Campus	http://www.lhsc.on.ca/
TVHPP WGH	Woodstock General Hospital	http://www.wgh.on.ca/
WHCA	Groves Memorial Community Hospital Louise Marshall Hospital & Palmerston and District Hospital	http://www.qmch.ca/ http://www.nwhealthcare.ca/
WLMH	West Lincoln Memorial Hospital (has amalgamated with Hamilton Health Sciences in 2017)	http://www.hamiltonhealthsciences.ca/
WRA	Clear Medical Imaging (prev. Windsor Radiological Associates) (9 clinics)	http://clearimaging.ca/
WRH	Windsor Regional Hospital (2 sites)	https://www.wrh.on.ca/

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