

HUB COLLABORATION CALL

TERMS OF REFERENCE

DATE: Jan 17th, 2022

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
3.4	2022.01.17	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.

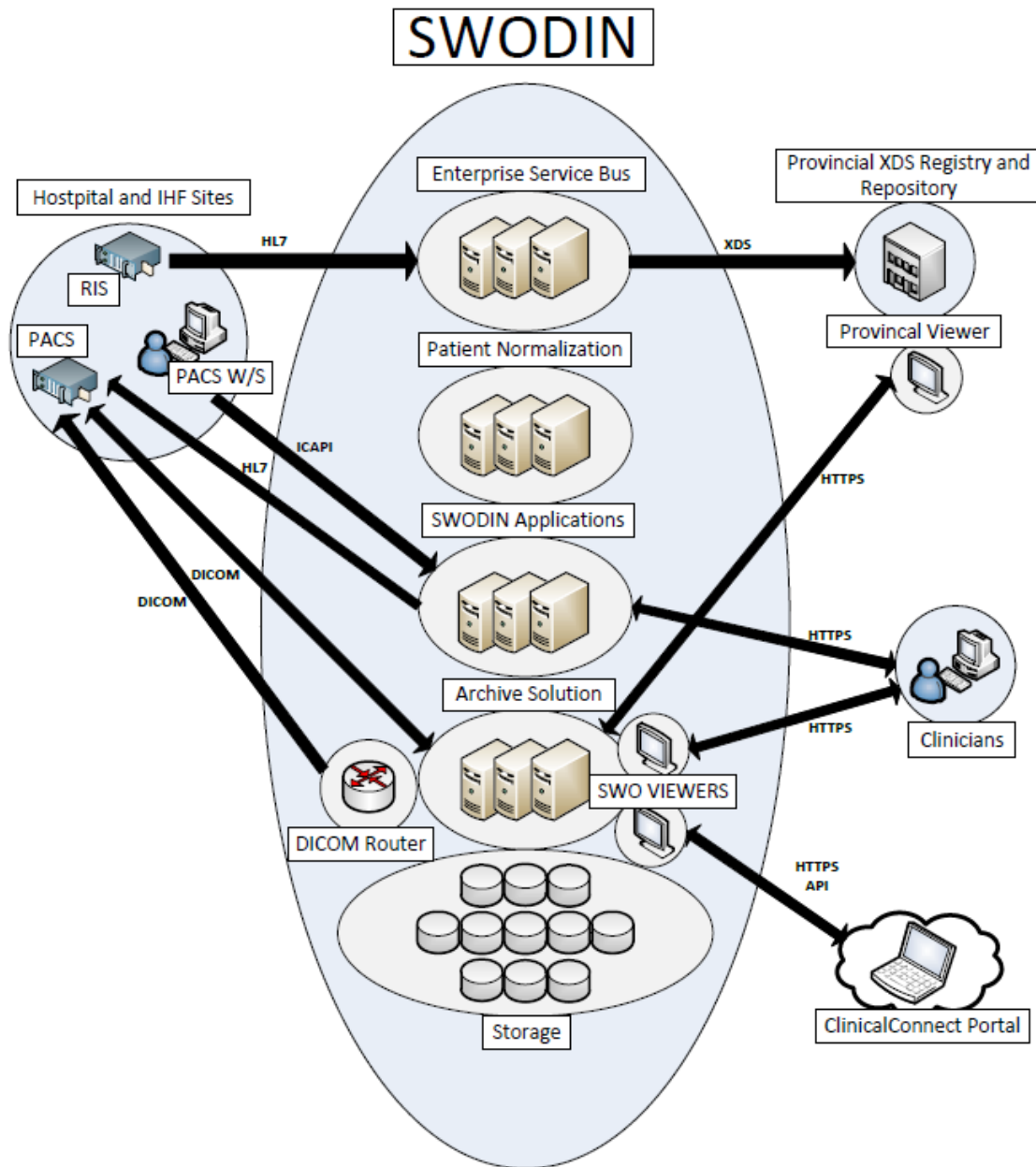
The SWODIN project was defined to deliver an automated solution for:

- 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



GENERAL INQUIRIES

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 The Stiller Centre
 700 Collip Circle
 London, Ontario
 N6G 4X8

✉ swodin@lhsc.on.ca

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 1-877-465-7167 ext. 44357 (4HELP)

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 ✉ helpdesk@lhsc.on.ca

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.
- Please mute your line when you are not speaking.
- Please put the call “On Hold”.
- 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 Hub Collaboration Call meetings will use Microsoft Teams Meeting Software. The meeting coordinates will be sent via email, in advance, to all meeting participants. The option to join using your computer or phone only will be provided. See example below.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

swohealth@m.webex.com

Video Conference ID: 118 689 029 6

[Alternate VTC instructions](#)

Or call in (audio only)

+1 647-749-1074,890271347# Canada, Toronto

Phone Conference ID: 890 271 347#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

NOTE: the conference phone number will remain consistent for each meeting however, the Conference ID will be unique.

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Meeting Coordinators

Business Systems Analyst and PACS/DIR Specialist

oneview@lhsc.on.ca

519-685-8500 ext. 44357 Request for OneView

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.

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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.

Participating Hospitals and Independent Health Facilities

HOSPITAL NAME	LOCATION	WEBSITE LINK
Alexandra Marine & General Hospital	Goderich	http://www.amgh.ca/
Bluewater Health (2 sites)	Sarnia/Petrolia	http://www.bluewaterhealth.ca/
Brant Community Healthcare System – Brantford General Hospital & The Willett	Brantford/Paris	http://www.bchsys.org/hospital/
Cambridge Memorial Hospital	Cambridge	https://www.cmh.org/
Chatham-Kent Health Alliance (2 sites)	Chatham/Wallaceburg	http://www.ckha.on.ca/
Clear Medical Imaging (prev. Windsor Radiological Associates) (9 clinics)	Windsor	http://clearimaging.ca/
Erie Shores HealthCare – formally Leamington District Memorial Hospital	Leamington	https://www.erieshoreshealthcare.ca/
Four Counties Health Services	Newbury	http://www.mhalliance.on.ca/
Grand River Hospital (KW and Freeport Campus's)	Kitchener	http://www.grhosp.on.ca/
Grey Bruce Health Services - Lion's Head Hospital	Lion's Head	http://www.gbhs.on.ca/
Grey Bruce Health Services - Markdale Hospital	Markdale	http://www.gbhs.on.ca/
Grey Bruce Health Services - Meaford Hospital	Meaford	http://www.gbhs.on.ca/
Grey Bruce Health Services - Owen Sound Hospital	Owen Sound	http://www.gbhs.on.ca/
Grey Bruce Health Services - Southampton Hospital	Southampton	http://www.gbhs.on.ca/
Grey Bruce Health Services - Warton Hospital	Warton	http://www.gbhs.on.ca/
Groves Memorial Community Hospital	Fergus	http://www.gmch.ca/
Guelph General Hospital	Guelph	http://www.gghorg.ca/
Haldimand War Memorial Hospital – Dunnville	Dunnville	http://www.hwmh.ca/
Hamilton Health Sciences (10 sites) and West Haldimand General Hospital	Hamilton/Hagersville	http://www.hamiltonhealthsciences.ca/
Hanover and District Hospital	Hanover	http://www.hanoverhospital.on.ca/
Hotel-Dieu Grace Healthcare	Windsor	http://www.hdgh.org/
Huron Perth Healthcare Alliance – Clinton Public Hospital	Clinton	http://www.hpha.ca/

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Huron Perth Healthcare Alliance – Seaforth Community Hospital	Seaforth	http://www.hpha.ca/
Huron Perth Healthcare Alliance – St. Marys Memorial Hospital	St. Marys	http://www.hpha.ca/
Huron Perth Healthcare Alliance – Stratford General Hospital	Stratford	http://www.hpha.ca/
Imagus Inc. (Charlton and Ancaster X-ray clinics) (2 clinics)	Hamilton/Ancaster	http://www.imagusinc.com/
Joseph Brant Hospital	Burlington	http://www.josephbranthospital.ca/
Listowel Wingham Hospitals Alliance - Listowel Memorial Hospital	Listowel	http://www.lwha.ca/
Listowel Wingham Hospitals Alliance - Wingham & District Hospital	Wingham	http://www.lwha.ca/
London Health Sciences Centre - University Campus	London	http://www.lhsc.on.ca/
London Health Sciences Centre - Victoria Campus	London	http://www.lhsc.on.ca/
London X-ray Associates (5 clinics)	London	http://www.londonxray.com/
Louise Marshall Hospital & Palmerston and District Hospital	Mount Forest/ Palmerston	http://www.nwhealthcare.ca/
Niagara Health System - Douglas Memorial Site	Niagara Health – Fort Erie Sites (FES)	http://www.niagarahealth.on.ca/
Niagara Health System - Greater Niagara General Site	Niagara Health – Niagara Falls Site (NFS)	http://www.niagarahealth.on.ca/
Niagara Health System - Niagara-on-the-Lake Site (closed April 2015)	Niagara-on-the-Lake	http://www.niagarahealth.on.ca/
Niagara Health System - Ontario Street Site (closed March 23, 2013)	St. Catharines	http://www.niagarahealth.on.ca/
Niagara Health System - Port Colborne Site	Niagara Health - Port Colborne Site (PCS)	http://www.niagarahealth.on.ca/
Niagara Health System - St. Catharines General Site	Niagara Health - St. Catharines Site	http://www.niagarahealth.on.ca/
Niagara Health System - Welland Hospital Site	Niagara Health - Welland Site	http://www.niagarahealth.on.ca/
Norfolk General Hospital	Simcoe	http://www.ngh.on.ca/
Owen Sound Medical Imaging (clinic)	Owen Sound	http://www.osmedicalimaging.com/
South Bruce Grey Health Centre - Chesley Site	Chesley	http://www.sbghc.on.ca/
South Bruce Grey Health Centre - Durham Site	Durham	http://www.sbghc.on.ca/
South Bruce Grey Health Centre - Kincardine Site	Kincardine	http://www.sbghc.on.ca/
South Bruce Grey Health Centre - Walkerton Site	Walkerton	http://www.sbghc.on.ca/
South Huron Hospital Association	Exeter	http://www.shha.on.ca/
St. Joseph's Health Care - Parkwood Institute	London	https://www.sjhc.london.on.ca/
St. Joseph's Health Care – St. Joseph's Hospital	London	https://www.sjhc.london.on.ca/
St. Joseph's Healthcare Hamilton (3 sites)	Hamilton	http://www.stjoes.ca/

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St. Mary's General Hospital (3 sites)	Kitchener	http://www.smgh.ca/
St. ThomasElgin General Hospital	St. Thomas	http://www.stegh.on.ca/
St. ThomasElgin General Hospital	St. Thomas	http://www.stegh.on.ca/
STL Diagnostic Imaging (clinic and mobile services)	Various Locations	http://www.stlimaging.com/
Strathroy Middlesex General Hospital	Strathroy	http://www.mhalliance.on.ca/
The Alexandra Hospital	Ingersoll	http://www.alexandrahospital.on.ca/
Tillsonburg District Memorial Hospital	Tillsonburg	http://www.tillsonburghospital.on.ca/
West Lincoln Memorial Hospital (has amalgamated with Hamilton Health Sciences in 2017)	Grimsby	http://www.hamiltonhealthsciences.ca/
Windsor Regional Hospital (2 sites)	Windsor	https://www.wrh.on.ca/
Woodstock General Hospital	Woodstock	http://www.wgh.on.ca/

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