

Terms of Reference

Population & Public Health Information Management Team

May 28, 2013

Accountability:

The Population and Public Health Program Information Management Team (PPHIMT) forwards information and recommendations to PPHMT and Community Services Information Systems (CSIS) as appropriate. Information management-related projects within the Population and Public Health Program are directed by and accountable to the PPHIM Team.

Purpose:

The PPHIMT leads planning, development, maintenance and use of information management (IM) systems in the Population and Public Health Program. Working in collaboration with the Community Services Information Systems Management Team and Manitoba e-Health, the PPHIMT will identify and prioritize IM systems development, issues and strategies for PPH services.

Goal:

IM systems will be planned, developed implemented, evaluated and supported across Population and Public Health services in manner that is coordinated with other community and regional programs (Community Services Information Systems), and with Manitoba e-Health. IM systems will enhance planning, quality, efficiency, reporting and evaluation of services. IM systems will be PHIA compliant

Membership:

The PPHIMT will be comprised of:

- Population Health Initiatives Leader, Chair
- Medical Officer of Health
- Population and Public Health Program Director
- Solution Information Officer
- CSIS Project Lead
- Manager Community Health Information Services
- Community Area Director or Manager
- Manager Population Health Surveillance
- WRHA Panorama Coordinator as required
- Others on an as needed basis

Corresponding member

- Chair of Public Health Forms Committee

Subcommittees or Working Groups:

Subcommittees or working groups may be established for specific projects initiated by the team.

Objectives:

- To facilitate appropriate application of IM systems throughout all areas in PPH
- To facilitate the application of regional program standards, information standards, indicators, targets, and evidence-based decision through policies, procedures and guidelines related to IM systems
- To advocate for and participate in the development of provincial and national standards
- To ensure a consistent approach to priority setting for IM systems development, and coordinate work and resources on existing and new IM systems within the program
- To identify and analyze IM issues and needs, and recommend changes as required.
- To facilitate and monitor the implementation of new IM initiatives
- To provide representation on the cross program working group to plan for IM issues or areas in common
- To facilitate representation of the WRHA PPH Program on other IM committees (regional/provincial/national)
- To coordinate with other WRHA committees and groups on IM-related issues

Meeting Frequency:

- 1 hour meeting every 2 months
- More frequent or longer meetings may be scheduled as required
- Meetings may be cancelled at the call of the chair

Agendas and Minutes:

- The chairperson will develop agendas. Team members can contribute to the agenda. For items for decision, written submissions are preferred.
- A member of the Population and Public Health Program Information Management Team will take minutes on a rotating basis, recording decision and actions/next steps.