Minute No. 90
Report – Executive Policy Committee – January 13, 2016

Item No. 2 Agreement to Allow Communication of City Employee Vaccination Information with Manitoba Health Electronic Records

COUNCIL DECISION:

Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

1. That the City continue to exchange immunization information with Manitoba Health to support the immunization program carried out by the City's Occupational Health and Wellness Branch.

2. That the City enter into an Information Sharing Agreement with Manitoba Health and such other agreements as determined necessary by the Director of Legal Services and City Solicitor to implement the intent of the foregoing.

3. That the Chief Administrative Officer be authorized to negotiate and approve the terms and conditions of the Information Sharing Agreement with Manitoba Health and such other agreements in accordance with this Report and such other terms and conditions determined necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Executive Policy Committee – January 13, 2016

DECISION MAKING HISTORY:

Moved by His Worship Mayor Bowman,

That the recommendation of the Executive Policy Committee be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On January 13, 2016, the Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and submitted the matter to Council.

ADMINISTRATIVE REPORT

Title: **Agreement to Allow Communication of City Employee Vaccination Information with Manitoba Health Electronic Records**

Critical Path: **Executive Policy Committee – Council**

AUTHORIZATION

Author	Department Head	CFO	CAO/COO
C. Cox	L. Burch	N/A	Mike Jack

RECOMMENDATIONS

1. That the City continues to exchange immunization information with Manitoba Health to support the immunization program carried out by the City's Occupational Health and Wellness Branch.

2. That the City enter into an Information Sharing Agreement with Manitoba Health and such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing.

3. That the Chief Administrative Officer be authorized to negotiate and approve the terms and conditions of the Information Sharing Agreement with Manitoba Health and such other agreements in accordance with this Report and such other terms and conditions determined necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to allow the Chief Administrative Officer to negotiate and approve the terms of the proposed Agreement with Manitoba Health.

EXECUTIVE SUMMARY

The Occupational Health and Wellness Branch (OHB) of Human Resource Planning and Services Division, Corporate Support Services Department, offers vaccinations to employees at occupational risk of exposure to hazards which may lead to disease and for seasonal flu

prevention. This longstanding service requires communication of personal health information between the City of Winnipeg and Manitoba Health. For many years, the OHB had access to the Province's online record keeping system.

Manitoba Health has recently changed their record keeping system. The Occupational Health Branch is compliant with all Manitoba Health requirements for use of their record keeping system. OHB staff has been provided with the necessary training and support to effectively use this new platform.

Prior to granting access to the new system Manitoba Health requires the City to enter into an Information Access and Sharing Agreement designed to ensure the security and appropriate use and disclosure of personal health information.

The recommendations of this report will allow the City to enter into this Agreement with Manitoba Health.

IMPLICATIONS OF THE RECOMMENDATIONS

The recommendations set out in this report will allow the City to enter into an Agreement required by Manitoba Health for the City to maintain the current level of occupational health service offered to City of Winnipeg employees specific to vaccinations against disease caused by exposure to occupational hazards, and for seasonal flu prevention.

HISTORY

The City of Winnipeg has offered vaccination against occupational hazards for many years. To continue to engage in this function, the Occupational Health and Wellness Branch must communicate personal health information related to immunization history and vaccinations to Manitoba Health using the provincial online record keeping system. The Occupational Health and Wellness Branch is compliant with regulations related to use of Manitoba Health's record keeping system and The Personal Health Information Act (PHIA).

Until now, the OHB had access to the Province's online record keeping system. However, Manitoba Health has recently changed their record keeping system. Transition to this new system will be final as of January 15, 2016. This record keeping platform is used by all Manitoba health care facilities and includes complete medical records. Access to the provincial system for specifically named City of Winnipeg OHB staff will be limited to vaccination records.
Prior to granting the City access to the new system Manitoba Health requires that the City must enter into an Information Access and Sharing Agreement, designed to ensure the security and appropriate use and disclosure, by both partners, of personal health information.

Occupational Health and Wellness Branch staff who administer vaccinations and their support staff require access to the new Manitoba Health electronic health information sharing system to continue to offer vaccinations to City employees. Manitoba Health has provided system and relevant regulation training to these specific OHB staff.

FINANCIAL IMPACT

Financial Impact Statement **Date:** December 15, 2015

Project Name: Agreement to Allow Communication of City Employee Vaccination Information with Manitoba Health Electronic Records

COMMENTS:

This report has no financial impact

Original signed by R. Hodges
Ramona Hodges
Manager of Finance (Campus)
Corporate Finance Department

CONSULTATION

In preparing this Report there was consultation with:

- Legal Services Department

OURWINNIPEG POLICY ALIGNMENT

Our Winnipeg – 01-3 Prosperity
Direction 1 - “Provide Efficient and Focused Civic Administration and Governance” – “Support a competent, productive and healthy workforce..,”

SUBMITTED BY

Department: Corporate Support Services
Division: Human Resource Planning and Services
Prepared by: C. Cox, Coordinator, Occupational Health and Wellness Branch
Date: December 22, 2015