

# **Designation of User Roles in the Public Health Information Management System** Final

Provincial Population & Public Health Guideline

Public Health Information Systems, Population and Public Health

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## Contents

1. Abbreviations .....	2
2. Purpose.....	2
3. Scope.....	3
4. Definitions .....	3
5. Standards/Guidelines/SOPs .....	5
5.1. Assigning User Roles.....	5
5.1.1. User Roles – Immunization and Rh Surveillance.....	5
5.1.2. User Roles – Communicable Disease Investigation .....	6
6. Validation and References .....	10

## 1. Abbreviations

AAR	Authorized Account Requester
AAS	Authorized Account Sponsor
DSS	Digital Shared Services
PHIMS	Public Health Information Management System
PHIS	Public Health Information Systems
PHI	Personal Health Information
PHIA	Personal Health Information Act
FIPPA	Freedom of Information and Protection of Privacy Act

## 2. Purpose

The Public Health Information Management System (PHIMS) securely manages and protects Personal Health Information (PHI) in compliance with the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA).

These guidelines are intended to ensure that authorized organizations have controlled access to relevant data necessary for fulfilling their public health responsibilities, while adhering to strict privacy and confidentiality standards outlined by Manitoba legislation. Access to PHIMS is role-based, ensuring that users only have access to information pertinent to their designated responsibilities and region, thereby safeguarding sensitive data from unauthorized disclosure.

### 3. Scope

These guidelines are designed to assist authorized organizations in assigning user roles that:

- An Authorized User is qualified to fulfill.
  - E.g., A public health nurse cannot be assigned the medical officer of health role.
- Limit the number of users who access more sensitive information.
  - User Roles that can access more sensitive PHI (e.g. communicable diseases) and roles where Standard Reports may have data sensitivities such as:
    - Aggregate data with small populations
    - Explicitly identifiable personal data

### 4. Definitions

Authorized Organizations	An organization or entity with whom Manitoba has entered into an agreement in order to facilitate access to the PHIMS Shared Service by that organization’s or entity’s employees, agents or contractors for an authorized purpose. For example: Regional Health Authorities, First Nations Inuit Health Branch (Indigenous Services Canada), First Nation communities, Shared Health and other health care providing organizations. [1]
Authorized User	A designated representative of the Authorized Organization permitted to access, use or disclose Information in the PHIMS application under the terms and conditions of the Information Sharing Agreement. [1]

User Roles	The specific role or roles to which an Authorized User is assigned and which prescribes what Information the Authorized User is permitted to access, use and disclose.[1]
Logged-in Organization	Authorized Users may be limited to producing and viewing reports that include only PHI of clients or data from their own region
Registered Nurse	A title protected by the College of Registered Nurses of Manitoba. [2] Public Health Nurses are Registered Nurses whose clinical practice mainly includes Public Health services. In some communities, there are designated Public Health Nurses who deliver public health services; in other communities, Registered Nurses provide the public health services in conjunction with other health care services.
Epidemiology	The study of the distribution and determinants of health-related states or events (including disease), and the application of this study to the control of diseases and other health problems. Various methods can be used to carry out epidemiological investigations: surveillance and descriptive studies can be used to study distribution; analytical studies are used to study determinants. [3]
PHIS	Public Health Information Systems division of Population Public Health Branch of Manitoba Health, Seniors, Long-Term Care

## 5. Standards/Guidelines/SOPs

**5.1. The following tables identify the PHIMS User Roles and examples of the jobs/roles to which the User Role may be assigned and identifies User Role limits to guide regions or service areas when assigning User Roles.**

### 5.1.1. User Roles – Immunization

Authorized User Role Technical Name in PHIMS	Examples of jobs/roles assigned user roles per AAR/AAS authorization on file with DSS	Additional Information	Limits on Number of Users
<b>MB Public Health Nurse</b>	<ul style="list-style-type: none"> <li>Public Health Nurse*</li> <li>Immunization Nurse</li> <li>Community Health Nurse</li> <li>Casual Nurse</li> <li>Senior Practicum Nursing Student (in some cases)</li> <li>Public Health Manager / Director who don't generate reports</li> </ul>	An individual who has completed formal nursing education and is registered* with the College of Registered Nurses of Manitoba, employed to provide front-line health care services on behalf of the organization.	<b>No limitation</b>
<b>MB Public Health Clerk</b>	<ul style="list-style-type: none"> <li>Immunization Clerk</li> <li>Public Health Clerk</li> <li>Public Health Admin</li> <li>Casual Clerk</li> <li>Data Entry</li> <li>Clerk Clinical Support</li> </ul>	An employee of the organization designated to perform administrative duties to support the delivery of Public Health services in the community	<b>No limitation</b>
<b>MB Public Health Manager</b>	<ul style="list-style-type: none"> <li>Public Health Manager / Director who will generate reports</li> <li>CD/Immunization Coordinator</li> <li>School Immunization Lead</li> <li>Nurse Manager</li> <li>Nurse-in-Charge</li> </ul>	An individual employed in a managerial, supervisory, or coordinating role to oversee/support front-line staff and who is responsible for service planning, coordination, and evaluation	<b>Limited to manager /coordinator / lead PHN roles</b>
<b>MB Epi Analyst</b>	<ul style="list-style-type: none"> <li>Epidemiologist</li> <li>Data Analyst</li> <li>Decision Support</li> <li>Policy Analyst</li> <li>CD/Immunization Coordinator</li> <li>Public Health Manager</li> <li>Nurse Manager</li> </ul>	An individual employed by a health region whose primary role is to run and analyze immunization reports on the health status of the individuals residing within that region and who has completed formal education and/or training in	<b>Limited to: 2-6 per region. Larger organizations with more epidemiologic capacity may have a slightly larger</b>

<b>Authorized User Role</b> Technical Name in PHIMS	<b>Examples of jobs/roles assigned user roles per AAR/AAS authorization on file with DSS</b>	<b>Additional Information</b>	<b>Limits on Number of Users</b>
		epidemiology**, or is responsible to run detailed reports to perform their duties, as required by their Authorized Organization, and has the ability to do data analysis and interpretation.	<b>number of users who require this role.</b>
<b>MB Epi Admin</b>	<ul style="list-style-type: none"> <li>Regional lead PH clerk</li> <li>Lead Data Clerk</li> <li>Lead Public Health Nurse</li> <li>CD/ Immunization Coordinator</li> </ul>	The role is intended to run the more data sensitive reports needed to support frontline work and will be assigned to a user who has another primary role (e.g. PH_Nurse, PH_Clerk).	<b>Limited to: 1-12 per region / service area</b>
<b>MB NON-PH IMMS PROVIDER</b>	<ul style="list-style-type: none"> <li>Clerk or nurse in other non PH location (Hospital, primary care clinic, Corrections etc.)</li> </ul>	Access to PHIMS is limited to support client care at the individual level	<b>Limited to 2-3 per site</b>

### 5.1.2. User Roles – Communicable Disease Investigation

<b>Authorized User Role</b> Technical Name in PHIMS	<b>Examples of jobs/roles assigned user roles per AAR/AAS authorization on file with DSS</b>	<b>Additional Information</b>	
<b>MB CDI MEDICAL OFFICER</b>	<ul style="list-style-type: none"> <li>Medical Officer of Health Public Health and Preventative Medicine Resident</li> </ul>	<ul style="list-style-type: none"> <li>An individual who has completed formal medical training and is registered with the College of Physicians and Surgeons of Manitoba, employed as a Medical Officer of Health, or receiving training as a Medical Officer of Health</li> </ul>	<b>Limited to Medical Officers of Health.</b>
<b>MB CDI EPI ANALYST</b>	<ul style="list-style-type: none"> <li>Epidemiologist</li> <li>Surveillance Lead</li> <li>Data Analyst</li> <li>Decision Support</li> <li>Policy Analyst</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>This role should be assigned to select regional users whose primary role is to run and analyze communicable disease reports, and have some background in epidemiology and report generation.</li> </ul>	<b>Limited to: 2-6 per region. Larger organizations with more epidemiologic capacity may have a slightly larger number of users who require this role.</b>

Authorized User Role Technical Name in PHIMS	Examples of jobs/roles assigned user roles per AAR/AAS authorization on file with DSS	Additional Information	
		<ul style="list-style-type: none"> <li>Read only access</li> </ul>	
<b>MB CDI MB HEALTH SURVEILLANCE</b>	<ul style="list-style-type: none"> <li>MHSAL Surveillance Unit Clerk/Manager</li> </ul>	<ul style="list-style-type: none"> <li>As per clerk role described for immunization</li> <li>A public health administrative role assigned to support CDI surveillance for Manitoba Health</li> </ul>	<b>Limited to: Surveillance Unit staff at MHSAL</b>
<b>MB CDI PUBLIC HEALTH CLERK</b>	<ul style="list-style-type: none"> <li>Public Health Clerk</li> <li>Public Health Admin</li> </ul>	<ul style="list-style-type: none"> <li>As per clerk role described for immunization</li> <li>This role should be assigned to administrative staff who may assign investigators to Public Health practitioners and may do some limited data entry</li> </ul>	<b>Limited to: 2-4 per region / service area</b>
<b>MB CDI PUBLIC HEALTH NURSE AND DATA ENTRY CLERK</b>	<ul style="list-style-type: none"> <li>Public Health Nurse</li> <li>Community Health Nurse</li> <li>FN Community Public Health Nurse</li> <li>FN Community Public Health Clerk</li> </ul>	<ul style="list-style-type: none"> <li>As per PHN role described for immunization</li> <li>This role is provided to nurses who will act as case managers and will investigate reportable communicable diseases</li> <li>As per clerk role described for immunization</li> <li>This role should be assigned to FN Community clerks who may assign investigations to Public Health practitioners, run reports and complete data entry</li> <li>The role does not allow closure of investigations.</li> </ul>	<b>Limited to: PHNs and CHNs responsible for CD Management and FN Community Public Health Clerks responsible for CD assignment and data entry</b>
<b>MB CDI PUBLIC HEALTH NURSE CLOSE</b>	<ul style="list-style-type: none"> <li>Public Health Nurse</li> <li>Community Health Nurse</li> </ul>	<ul style="list-style-type: none"> <li>As per PHN role described for immunization</li> <li>This role is provided to nurses who will act as case managers and will investigate reportable communicable diseases</li> <li>Close role allows user to close investigations. Assignment is based on regional procedures.</li> <li>Access limited to regional operational reports</li> </ul>	<b>Limited to PHNs and CHNs responsible for CD management</b>



Authorized User Role Technical Name in PHIMS	Examples of jobs/roles assigned user roles per AAR/AAS authorization on file with DSS	Additional Information	
<b>MB CDI PUBLIC HEALTH COORDINATOR AND EPI DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>• Immunization Coordinator</li> <li>• Communicable Disease Coordinator</li> <li>• FNIHB Regional Office Epi Analyst (Epi and Health Surveillance Analyst (HSA))</li> </ul>	<ul style="list-style-type: none"> <li>• This role should be assigned to Communicable Disease and Immunization Coordinators whose main role is for CD case management, to support Public Health practitioners in case management, and identify communicable disease trends/outbreaks</li> <li>• This role can also be assigned to Epidemiologists who are involved in CD case management and require the ability to document in the case investigation.</li> <li>• The role includes broad access to CDI reports</li> </ul>	<p><b>Limited to: 1 -4 per region</b></p> <p><b>FNIHB has a larger number of users who require this role. Limit of 10 users.</b></p>
<b>MB CDI PUBLIC HEALTH NURSE MANAGER</b>	<ul style="list-style-type: none"> <li>• Public Health Manager - CD</li> <li>• Privacy officer</li> <li>• Decision Support</li> <li>• Policy Analyst</li> </ul>	<ul style="list-style-type: none"> <li>• This role provides a read only view of communicable disease investigations and should be assigned to users whose role is primarily one of management and oversight e.g. Public Health managers, Clinical Nurse specialists, Privacy Officers</li> </ul>	
<b>MB CDI PUBLIC HEALTH REGIONAL NURSE</b>	<ul style="list-style-type: none"> <li>• FNIHB Regional Office Public Health Nurse Advisor (PHNA), Clinic Liaison Nurse (CLN), Public Health Support Nurse (PHSN)</li> </ul>	<ul style="list-style-type: none"> <li>• This role should be assigned to FNIHB regional office Public Health Nurses responsible for reviewing and closing communicable disease investigations</li> </ul>	<p><b>Limited to: FNIHB regional office staff</b></p>
<b>MB CDI PUBLIC HEALTH DATA ENTRY SPECIALIST CLOSE</b>	<ul style="list-style-type: none"> <li>• FNIHB Regional Office Data Entry Specialists (DES), Public Health Medical Assistant (PHMA)</li> </ul>	<ul style="list-style-type: none"> <li>• This role should be assigned to FNIHB regional office Public Health Clerks responsible for communicable disease investigation data entry</li> <li>• Close role allows user to close investigations.</li> </ul>	<p><b>Limited to: FNIHB regional office staff</b></p>

## **5.2. Management of Exceptional Requests**

- 5.2.1. Requests for MB Org Level Access will be submitted to Director of PHIS for approval.**
  
- 5.2.2. Requests that exceed the limits per region indicated within the tables above will be submitted to Director of PHIS for approval.**

## 6. Validation and References

[1] PHIMS e-Terms of Use, Public Health Information Management System, (cited 25-04-2024). Available from [Schedule A eTerms of Use Nov 2020 \(phimbsmb.ca\)](https://phimbsmb.ca/Schedule_A_eTerms_of_Use_Nov_2020)

[2] THE REGULATED HEALTH PROFESSIONS ACT (C.C.S.M. c. R117), College of Registered Nurses of Manitoba General Regulation, (cited 25-04-2024). Available from [College of Registered Nurses of Manitoba General Regulation, M.R. 114/2017 \(gov.mb.ca\)](https://gov.mb.ca/College_of_Registered_Nurses_of_Manitoba_General_Regulation,_M.R._114/2017)

[3] Basic epidemiology, World Health Organization, (cited 25-04-2024). Available from [9241544465.pdf \(who.int\)](https://www.who.int/publications/i/item/9241544465.pdf)