NOVA SCOTIA

SHARE and DIS Internal NSHA / IWK Users - Conditions of Appropriate Use

This document must be signed before an NSHA/IWK user is provided access to SHARE and DIS

Name (please print)	**Title**	**Facility or Organization**

Department (if applicable)	**Telephone Number**

Definitions

All references to SHARE include but are not limited to access to the SHARE Portal, NSHA's Electronic Legal Medical Record for Central Zone contained in OneContent (formerly HPF) via the SHARE Portal, and the Drug Information System Portal (DIS) as applicable.

Training Conditions of Use

All users of SHARE must agree to complete the mandatory training modules as required by the SHARE Program and NS Health and Wellness, for example*:

- Privacy and Cybersecurity **LMS Code 0948**
- 1 Fast Track (Mandatory to obtain access to SHARE) **LMS Code 0007**
- OneContent Horizon Patient Folder (HPF) via SHARE Portal **LMS Code 0338**
- DIS Module 1 Introduction to the Drug Information System **LMS Code 0143**
- DIS Module 2 DIS Portal Functions **LMS Code 0144**
- DIS Module 3 Privacy and Access: Privacy and security **LMS Code 0145**
- Personal Worklist **LMS Code 0374**

Course codes are provided as examples and are subject to change

Privacy and Security Conditions of Use

All users of SHARE must follow the privacy and security principles set out in the SHARE Privacy and Security Policy available [here](#) and provided to them in SHARE training and/or the DIS Privacy and Confidentiality module as applicable. In addition, users must follow the policies listed below when using SHARE and any applications/data obtained within:

- [AD-AO-030 Privacy and Confidentiality of Personal Health Information](#)
- [NSHA AD-IT-005 Acceptable Use of Information Technology](#)
- [CH 05-015 Computer Password](#)
- [CH 05-070 Remote Access](#)

Users shall not access any personal health information available on or through SHARE except as authorized to do so in the fulfillment of their employment duties.

All users of SHARE may have their access to, and general use of, SHARE audited at any time and without notice.

All users shall keep their SHARE passwords confidential and shall never disclose them to another person. It is a breach of security for a user to allow another person to access SHARE or to enter information under his/her password.

Users will report to their supervisor any potential breach of SHARE privacy or security that comes to their attention.

A breach of a user's obligations to use SHARE for authorized purposes only and to protect privacy may result in suspension or termination of a user's access to SHARE. Any action taken by SHARE in respect to a user's access does not prejudice the right of the user's employer to also deal appropriately with the employee's conduct in respect of a breach.

Functional Conditions of Use

Users with access to the Personal Worklist screen in the SHARE Portal should not use the Notes feature as a clinical record because the Notes are not saved once a patient is deleted from the Personal Worklist. Users with access to this screen must follow these conditions for appropriate use of the Notes feature:

- Users may enter only non-urgent administrative information related to follow-up of patients in the Notes field.
- Users are not authorized to enter urgent information, clinical information, or information related to clinical decisions in the Notes field.

I have read the SHARE Privacy and Security Policy and the above requirements for authorized use of SHARE and have completed/agree to complete the mandatory training modules within 90 days. I understand the conditions of appropriate use of SHARE.

Name (please print)   **Signature of User**   **Date**

Manager Name (please print)   **Signature of Manager**   **Date**

Medical License # _____

Your name as it exactly appears on your license _____