



## **NORTHERN INTER-TRIBAL HEALTH AUTHORITY**

**RE: Procedures for Accessing the Online Privacy Training Tool**

### **Introduction**

NITHA developed an *Online Privacy Training Tool* in partnership with Saint Elizabeth. The following "subject matter experts" guided development of the content:

- Catherine Clancy – Nurse Supervisor, MLTC
- Charles Bighead – eHealth Advisor, NITHA
- Christine Baynton – Chief Privacy Officer, eHS
- Dave Vialogo – Consultant, Above Security
- Georgina Ballantyne – Nurse Supervisor, PAGC
- Lisa Mayotte – Nurse Supervisor, LLRIB
- Melissa Paetkau – Privacy Officer, MCHR
- Patrick Blais – Nurse Supervisor, MTLC
- Twyla Pateman – Consultant, Above Security

The course covers four topics and includes a final exam that must be passed with an 85% (33/38 questions) to receive a certificate.

Topic 1 - 10 Golden Privacy Principles

Topic 2 - Safeguards for Protecting Personal Health Information

Topic 3 - Saskatchewan Health Information Protection Act

Topic 4 - Safeguarding PHI in Your Day-to-day work

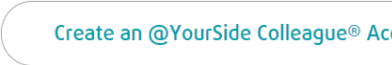
The main drivers for developing an online privacy training tool were:

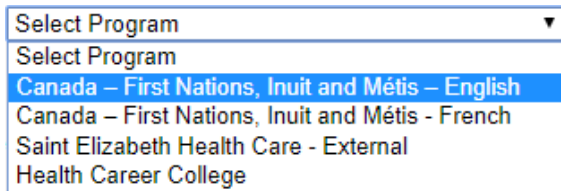
- To provide a convenient and low cost method for privacy training
- To meet the privacy training requirement for eHealth systems (e.g. EMR)
- To support implementation of the updated Privacy Policies & Procedures
- To provide a general privacy training tool for staff

## Procedures for Accessing the Online Privacy Training Tool

To access the tool, users from first enroll online which will lead to creation of a user ID and Password that will be used to log onto the site and take the course

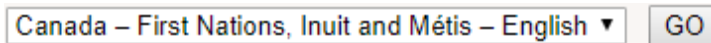
### **STEP 1: User Enroll Online**

- Go to <https://fnim.sehc.com/se-learning/essential-learning>
- Scroll down the web page and click on 
- At the popup window select from the menu the following program:



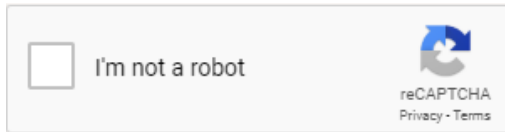
A screenshot of a dropdown menu with the following options: "Select Program", "Select Program", "Canada – First Nations, Inuit and Métis – English" (highlighted in blue), "Canada – First Nations, Inuit and Métis - French", "Saint Elizabeth Health Care - External", and "Health Career College".

- Click on the GO button and fill in the form.



A screenshot of a form field containing a dropdown menu with "Canada – First Nations, Inuit and Métis – English" selected, and a "GO" button to its right.

- When done click the "I'm not a robot" checkbox.



A screenshot of the "I'm not a robot" checkbox and the reCAPTCHA logo with "Privacy - Terms" link.

- Now press the "I Agree" button at the bottom.

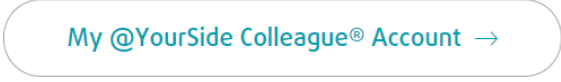



A screenshot of the "I AGREE" button.

### **STEP 2: Saint Elizabeth will contact you to confirm your information**

- If your account is approved, you will be contacted by St. Elizabeth and provided with a Username and Password to log onto the system

### **STEP 3: Logon to the system**

- Go to <https://fnim.sehc.com/se-learning/essential-learning>
- Scroll down the web page and click on  

- Enter the Username and Password you were provided and press  

- On the left side column click on "View All Courses".
- Scroll down the webpage until you find the image that looks like



Privacy and Health Information  
Security

- Click on this image.

## **STEP 4 – Take the Course**

There are a few parts for taking and completing the course:

1. Introductory video
2. Topic 1: 10 Golden Privacy Principles
3. Topic 2: Safeguards for Protecting Personal Health Information
4. Topic 3: Health Information Protection Act
5. Topic 4: Safeguarding PHI in your Day-to-day Work
6. Knowledge Test > Privacy and Health Information Security
7. Certificate of Completion

*NOTE: have headphones or speakers ready when taking the course*

The screenshot displays the course interface for 'Privacy and Health Information Security'. At the top, there are logos for 'YourSide Colleague' and 'Saint Elizabeth Well beyond health care'. A navigation bar includes links for 'Course Home', 'Discussions', 'Knowledge Tests', 'Grades', and 'Contact Us'. The main content area is divided into two columns. The left column, titled 'Getting Started/Introduction', features a video player with a play button icon and the text 'Privacy and Security for Health Information Introduction'. A red circle with the number '1' points to the play button. The right column, titled 'My Modules', lists five items: 'Topic 1: 10 Golden Privacy Principles', 'Topic 2: Safeguards for Protecting Personal Health Information', 'Topic 3: Health Information Protection Act', 'Topic 4: Safeguarding PHI in Your Day-to-day Work', and 'Certificate of Completion'. Red circles with numbers 2 through 5 point to the right-pointing arrows next to each of these four topics. A red circle with the number 6 points to the 'Knowledge Tests' link in the navigation bar. A red circle with the number 7 points to the 'Certificate of Completion' item in the 'My Modules' list. Below the 'My Modules' section is an 'Announcements' section with the text 'There is no news to display.'