



Policy Name INFORMATION SYSTEMS (software) AND REPORTING	Policy Number: 1901
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Approved By: Management Committee	Date Revised: September 15, 2009
Classification: Information Systems	Page No: Page 1 of 1

POLICY

Agapé Hospice will provide, within its fiscal capability, adequate technical equipment and software to ensure information is gathered and stored in a manner compatible with other Alberta Health Services agencies and consistent with national Palliative Care standards. The software will have confidentiality capabilities (i.e. password protection, etc.).

Participation in Alberta Health Services, Calgary Zone pathways system is essential. A continued interface with the hospice and Palliative Care Service database is necessary.

Utilization statistical reports will be presented to the Community Council and other stakeholders upon request and will be recorded in a manner consistent with other palliative care reports in the Alberta Health Services, Calgary Zone.

PROCEDURE

1. All technical equipment purchased or leased for use at Agapé Hospice will be managed by the Finance Director in consultation with the management team and staff and in compliance with official Salvation Army policy.
2. Agapé Hospice will enter data into the Alberta Health Services, Calgary Zone pathways system. Data for the Hospice and Palliative Care Services database needs to be entered on a timely basis in order to comply with the contract requirements. A minimum of the Director of Resident Care, the Clinical Care Coordinator, the Educator, the Secretary/Receptionist and the Unit clerks will be trained in the use of Pathways and registered as users.