

iTAC minutes

iTAC			
May 28, 2013		3:30 PM	HSC Room 2862
Meeting called by	Steve Pennell		
Type of meeting	UGMS Sub-Committee		
Facilitator	Steve Pennell		
Attendees	Steve Pennell Sean O'Neill James Valcour Stephen Greene Lindsay Glynn Gerard Farrell		
Regrets	Zachery Hynes		
Absent	George Fox		
Review/Approval of Agenda			
Agenda approved by Sean O'Neill seconded by James Valcour			
Review/Approval of Minutes			
Change to # 5 under "discussion" in May 7 2013 minutes			
OPUS in Cancer Care should be OPIS in Cancer Care			
Minutes approved by James Valcour seconded by Lindsay Glynn			
Business Arising			
Discussion	Terms of Reference-changes		
1) Name of the committee from MediTAC to iTAC (informatics and Technology Advisory Committee)			
Conclusions	Motion to change by Lindsay Glynn seconded by Stephen Greene		
2) Additional student/faculty			
Action Items	Person Responsible	Deadline	
Speak with UGMS about an extra med student from MSS	Steve Pennell	Request Submitted	
Speak with Gerald Farrell on joining the committee as the extra faculty member	Steve Pennell	Done pending approval from UGMS	
Discussion	Eastern Health Update		
1) Jackie Ballard is using our computer Labs to train students on Meditech. Steve Pennell will follow up.			
2) Stephen Greene- Governance document on how to manage faculty use of Meditech			
Stephen Green will present to the IT Management Team about FoM use of Meditech			
Action Items	Person Responsible	Deadline	
Jackie Ballard/Meditech	Steve Pennell	For next Meeting	
Stephen Green-Governance document/update IT management	Stephen Greene	For next Meeting	
General Business			
Discussion	SharePoint Site		

iTAC minutes

Conclusions	All committee members will have permission to access the SharePoint site		
Action Items	Person Responsible	Deadline	
Site permission	Steve Pennell	Ongoing	

Discussion	New curriculum opportunities		
Action Items	Person Responsible	Deadline	
Steve Pennell will meet with appropriate stake holders, David Stokes, Juanita Barrett, Maria Goodridge and Paula Mullins-Richards to see where this can fit into Clinical Skills	Steve Pennell	Ongoing	

Any other Business

Discussion	Two new documents on SharePoint		
AFMCinformaticsResourceGroupTechonlogyGovernancebriefing			
e-Health Environmental Scan			
Action Items	Person Responsible	Deadline	
Standard Governance protocol for other RHA's	Sean O'Neill	Ongoing	

Motion to Close Sean O'Neill seconded Stephen Greene