COURSE OUTLINE: HIN205 - HEALTH INFO LEGISLAT

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Course Code: Title	HIN205: HEALTH INFORMATION: LEGISLATION, PRIVACY
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Academic Year:	2023-2024
Course Description:	Students will study the legislation which governs privacy, confidentiality and security in Health Informatics. This course analyzes the issues health agencies need to attend to, in order to protect the personal health information of their patients and clients. The legislation regulating the management of health data will be studied, along with risk assessment and mitigation strategies regarding the protection of patient data and personnel information.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2197 - HEALTH INFORMATICS** VLO 1 — Assess organizational requirements for health information system technologies (HIST). VLO 2 — Formulate change strategies to implement appropriate health information systems technologies (HIST) within the health-care setting. VLO 3 — Develop, implement, and evaluate health information management practices, policies and processes to support client care, organizational goals, operations, and regulatory compliance. VLO 4 — Apply business and system analysis techniques to evaluate the effectiveness of health information systems technologies within a health-related setting. VLO 5 — Integrate relevant standards and professional, ethical and legislative requirements with the appropriate health information system technologies. VLO 6 — Synthesize relevant local, national and global health care and health information management issues, trends, and evolving technologies to support health information systems and processes. VLO 7 — Design training and education for the effective use of HIST throughout an organization. VLO 8 — Communicate effectively and professionally to promote inter-professional collaboration across the organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 — Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

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	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Students are expected to be present to write all tests in class, unless otherwise specified. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning. Should the student fail to contact the professor, the student shall receive a grade of zero on the test. If a student is not present 10 minutes after the test begins, the student will be considered absent and will not be given the privilege of writing the test. Students exhibiting academic dishonesty during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information. In order to qualify to write a missed test, the student shall have: a.) attended at least 75% of the classes to-date. b.) provide the professor an acceptable explanation for his/her absence. c.) be granted permission by the professor. NOTE: The missed test that has met the above criteria will be an end-of-semester test. Labs / assignments are due on the due-date indicated by the professor. Notice by the professor will be written on the labs / assignments and verbally announced in the class. Labs and assignments that are deemed late will have the following penalty: 1 day late - 10% reduction, 2 days late, 20% reduction, 3 days late, 30% reduction. After 3 days, no late assignments and labs will be accepted. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical or near identical in content may constitute academic dishonesty and result in a zero grade. Students are expected to be present to write in-classroom quizzes. There are no make-up options for missed in-class quizzes.

Students have the right to learn in an environment that is distraction-free, therefore, everyone is expected to arrive on-time in class. Should lectures become distracted due to students walking in late, the professor may deny entry until the 1st break period, which is 50 minutes into the class or until that component of the lecture is complete.

Grade
Definition Grade Point Equivalent
A+ 90 - 100% 4.00
A 80 - 89%
B 70 - 79% 3.00
C 60 - 69% 2.00
D 50 - 59% 1.00
F (Fail) 49% and below 0.00

CR (Credit) Credit for diploma requirements has been awarded.
S Satisfactory achievement in field /clinical placement or non-graded subject area.
U Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR Grade not reported to Registrar`s office.
W Student has withdrawn from the course without academic penalty.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Course Outcome 1: Understand the fundamentals of privacy, confidentiality, access, and release of personal health information.	1.1 Explain the application of privacy, security, and confidentiality principles in health information practice. 1.2 Be familiar with and be able to use tools that support and operationalize the statutes, manage privacy in a health care setting, in paper, physical, and electronic environments, and continuously reinforce a culture of privacy and confidentiality using various tools and processes. 1.3 Be familiar with and understand tools to assess and manage privacy risk. 1.4 Be familiar with the process and tools respecting access to information by others and release/disclosure of information to others. 1.5 Understand the obligations and procedures related to an individual`s right to access his or her information and to request changes or corrections to his/her own personal health information. 1.6 Understand the design and development of policies and rules to support the appropriate release of health information. 1.7 Be able to apply policies, practices, and tools used to manage the disclosure and release of information for secondary purposes.
Course Outcome 2	Learning Objectives for Course Outcome 2
Course Outcome 2: Explain	2.1 Define risk and risk management techniques.

the tactics and strategies for management of risk in an e-health environment.	2.2 Describe the range of benefits and risks associated with e-Health. 2.3 Describe the components of a risk management program including risk identification, analysis, evaluation, and treatment. 2.4 Describe the basic tools used to manage risk within the context of information security and privacy. 2.5 Describe the role of the Health Information Management professional in risk management and patient safety.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Course Outcome 3: Understand the Legal Framework for Privacy within Canada.	3.1 Understand the Personal Information Protection and Electronic Documents Act (PIPEDA). 3.2 Explain the role of the Office of the Privacy Commissioner of Canada. 3.3 Explain the complaint process, enforcement, and damages for federal privacy law breaches. 3.4 Explain the ten privacy principles.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Course Outcome 4: Explain Acceptable Practices for Privacy in the Workplace for Identifying & Monitoring Employees.	4.1 Explain legal provisions for covert and overt video surveillance. 4.2 Identify video surveillance best practices. 4.3 Review case law on IT monitoring (emails and internet usage). 4.4 Review case law on telephone monitoring of employees. 4.5 Identify best practices for telephone recording procedures. 4.6 Review acceptable and best practices for location tracking (RFID, GPS and wearables).
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Course Outcome 5: Explain Acceptable Practices for Privacy and Security with respect to Website Management and Online Marketing.	5.1 Explain minimum provisions for adequate website policies. 5.2 Explain acceptable practices related to online sponsored services. 5.3 Explain online behavioural advertising and acceptable parameters. 5.4 Understand Canadian Anti-Spam legislation and consent requirements for email marketing.
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Course Outcome 6: Explain	6.1 Identify minimum security measures that must be in place

	Information Management and Security Requirements within the Workplace.	in the workplace - physical, organizational and technical safeguards. 6.2 Explain outsourcing restrictions pertaining to information security.
	Course Outcome 7	**Learning Objectives for Course Outcome 7**
	Course Outcome 7: Explain the Process for Effectively Managing a Privacy Breach.	7.1 Identify mandatory breach notification requirements. 7.2 Explain the principle of containment and how to manage for this. 7.3 Explain the investigation and notification procedures required by law. 7.4 Identify practices to prevent future breaches.
	Course Outcome 8	**Learning Objectives for Course Outcome 8**
	Course Outcome 8: Identify the Legal Parameters and Challenges of Privacy with Social Media.	8.1 Explain relevant legislative requirements for pre-employment social media background checks. 8.2 Identify provisions for demanding disclosure of social media passwords. 8.3 Distinguish between acceptable and unacceptable social media postings from a legal perspective. 8.4 Explain when social media posts can be used as evidence in legal proceedings against employees. 8.5 Identify relevant factors for supervisors to consider in discipling employees related to social media activity.
	Course Outcome 9	**Learning Objectives for Course Outcome 9**
	Course Outcome 9: Identify the Core Components of Developing a Privacy Infrastructure.	9.1 Define the scope of an effective privacy policy framework. 9.2 Identify and explain the components of a corporate privacy infrastructure: privacy audits, privacy impact assessments, corporate accountability and stewardship, reporting mechanisms, employee and contractor confidentiality agreements.

Evaluation Process and Grading System:		
	Evaluation Type	**Evaluation Weight**
	Assignments	50%
	Exam	30%
	Skills Development	20%

Date:	August 11, 2023
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.