

Hospital at Home: Maintaining Appropriate Staff Access to Patient Data in Masimo SafetyNet

Site Applicability:
PHC Hospital at Home program.
Scope:
All Staff working in the Hospital at Home program at PHC.
Requirements:
The Hospital at Home manager is responsible for ensuring appropriate access to patient information at all times, including information contained in Masimo SafetyNet Clinician's Portal ('Portal').
Need to Know:
<p>All Staff must follow the Information Security Policy at all times.</p> <p>Hospital at Home Staff are responsible for ensuring computers are password protected, passwords are not shared, and that they log off of computers when not in use. PHC has a unique URL for accessing the Portal. Each Staff User will have a unique login to the Portal and must ensure passwords are not shared and that they log off of the Portal when not in use.</p>
Procedures:
<p>PHC will assign role-based Administrators for Masimo SafetyNet. Role based access includes the ability to Add and Delete Users, Track Patients, Receive Notifications, and Share CarePrograms on the Portal.</p> <ol style="list-style-type: none"> The Administrators will add Staff Users once the new staff member has been confirmed. All Staff Users access will be limited to 'CareProgram Share', 'Track Patients' and 'Receive Notifications'. <div data-bbox="267 1428 698 1680"> <p>Add User</p> <p>Enter email address</p> <p><input type="checkbox"/> User Management</p> <p><input checked="" type="checkbox"/> CareProgram Share</p> <p><input checked="" type="checkbox"/> Track Patients</p> <p><input checked="" type="checkbox"/> Receive Notifications</p> <p><input type="checkbox"/> Delete User</p> </div> <p style="text-align: center;">CANCEL ADD</p> <ol style="list-style-type: none"> Once Staff Users have been added to the Portal by the Administrator, they will receive an email asking them to set up a Masimo SafetyNet account. Where asked for an email or mobile number,



Staff Users will use their PHC email. Each Staff User will have a unique password for accessing the Portal.

3. Administrators will delete Staff Users as soon as they leave their position with Hospital at Home.
 - a. On the Portal go to 'Access'
 - b. Find the name of the Staff User to be removed
 - c. Click on the three dots beside their name and choose 'Remove' and then 'Yes, Remove this Member'
4. Administrators will review the User log available on the Portal on a monthly cadence to ensure appropriate access is maintained. More detailed activity logs can be requested from Masimo if required.

Related Documents:

1. <https://www.masimo.ca/products/hospital-automation/masimo-safetynet/>
2. [B-00-11-10108](#) - Information Privacy and Confidentiality (PHC Policy)
3. [D-00-11-30025](#) - Information Privacy and Confidentiality (VCH Policy)
4. [IMITS 130](#) - Information Security (VPP Policy)
5. [B-00-16-10064](#) - Hospital at Home: Maintaining the Integrity of Patient Information in Masimo SafetyNet

Definitions:

"Administrator" means the Staff who are assigned to manager user access to the Masimo SafetyNet Clinician's Portal.

"Staff" means all employees (including management and leadership), medical staff, residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC and VCH.

"Staff User" means all Staff at PHC and VCH who are accessing patient information through the Masimo SafetyNet Clinician's Portal.

APPROVALS			
<i>Program Director Medicine, Older Adult, Palliative</i>			<i>12/19/20023</i>
OWNER			
<i>Patient Care Manager, Hospital at Home</i>			
REVISION HISTORY			
Revision#	Description of Changes	Prepared by	Effective Date
<i>00</i>	<i>Initial Release</i>	<i>Senior Manager Strategic and Operational Projects</i>	<i>01/09/2024</i>