

Suggested Position Description – Community Pharmacy Privacy Officer*

With an advanced knowledge of *The Health Information Protection Act (Saskatchewan)* (HIPA) and the *Personal Information Protection and Electronic Documents Act (Canada)* (PIPEDA), this position advises on and coordinates compliance with this privacy legislation as it affects community pharmacy practice and the operation of the community pharmacy.

Duties and Responsibilities

1. Become familiar with HIPA and PIPEDA and their respective regulations;
2. Be aware of and current with all privacy best practices and investigation reports issued by the Office of the Information and Privacy Commissioner (Saskatchewan) and the federal Privacy Commissioner;
3. Ensure employees of the pharmacy are trained for compliance with HIPA and PIPEDA. The privacy officer should be the individual with whom employees know to contact with privacy questions and report privacy incidents;
4. Ensure that personal information and personal health information in the possession or control of the pharmacy is protected with adequate administrative, technical and physical safeguards. This would include monitoring the effectiveness of those safeguards by tracking all privacy incidents to ensure that safeguards remain effective;
5. Respond to privacy incidents in a consistent and timely manner. This would include a thorough investigation of privacy incidents. Investigations should always include an analysis of applicable privacy laws and internal policies, procedures and other safeguards;
6. Respond to privacy complaints in a consistent manner using best practices;
7. Respond to written requests for patient access to their own personal health information or personal information;
8. Respond to requests to amend records or revise errors in recorded personal health information or personal information;
9. Review contracts with third party service providers such as Information Management Service Providers (IMSPs) to ensure HIPA and PIPEDA compliance;
10. Liaise with the OIPC or the federal Privacy Commissioner on privacy investigations;
11. Participate in the development, implementation and maintenance of written privacy policies and procedures for the pharmacy, including record retention and destruction policies; and,

12. Participate in the development, implementation and maintenance of materials intended to educate, inform or notify the public about the pharmacy's privacy policies, procedures and practices and to also fulfill the pharmacy's more general duties as a trustee to inform the public about the pharmacy's anticipated collection, use and disclosure of their personal health information and personal information by the pharmacy.

*Also known as a HIPA and PIPEDA or Privacy Legislation Coordinator

Acknowledgement: Office of the Information and Privacy Commissioner for Saskatchewan

Questions?
info@saskpharm.ca

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