COLLEGE OF PHYSICIANS AND SURGEONS OF BRITISH COLUMBIA

ACCREDITATION PROGRAMS

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FABRIC AGREEMENT

Medical Director and Designate Agreement

The College of Physicians and Surgeons of BC (CPSBC) accreditation programs (AP) utilizes the Fabric accreditation platform to engage with facility accredited programs that participate in accreditation activities including monitoring activities. Program staff, including contractors if assigned, use Fabric to update and provide information, respond to requests and participate in the accreditation process.

The program medical director is the responsible external user and is ultimately responsible for their program's appropriate use of the AP Fabric system as outlined in this agreement, the *AP Fabric Medical Director or Designate Terms of Use and Access Request, AP Fabric External User Agreement Form,* and *AP Fabric User Access Policy*.

The medical director of a program associated with the CPSBC accreditation programs will be given a user account on the Fabric system and:

- Is responsible for the currency and accuracy of the information provided, and the creation, management and actions of any additional platform users for their program.
- Completes and submits the *AP Fabric Medical Director or Designate Terms of Use and Access Request Form.* Successfully completes all required training.
- May assign one designated responsible external user to support the program's platform and user management.
    - A designate completes the *AP Fabric Medical Director or Designate Access Request Form and Terms of Use,* and successfully completes any required training.
- May create additional users and ensures that all users:
    - Complete, agree to and abide by the *AP Fabric External User Agreement*.
    - Successfully complete required training deemed appropriate for the intended Fabric use. Note: General online training modules and support documents are provided by the AP.
    - Maintain their profile information and access.
- Ensures accounts for staff who leave or no longer require access are deactivated and archived as soon as possible.
- Participates, as requested, in platform maintenance and management requests. This may include, for example, regular user audits or data verification submitted to AP.

Medical director agreement

- All fields are mandatory.
- Please list multiple programs or facilities for the same organization on the next page.
- This agreement must be submitted with one or more completed *AP Fabric Medical Director or Designate Terms of Use and Access Request* forms, as required for yourself and any designates, if assigned.

I, _____, understand and agree to the requirements and expectations of the medical director above.

First name: _____ Last name:_____

Organization: _____ HA: _____

Title: _____

Facility address: _____

Date: _____ Signature: _____

Designated responsible external user (optional)

Please use additional pages to identify different delegates for different programs, organizations/HA, if required.

Each designated responsible external user must sign below and also submit a completed *AP Fabric Medical Director or Designate Terms of Use and Access Request* form.

- If a designate is assigned, all fields are mandatory.
- Please list multiple programs or facilities for the same organization on the next page.
- This agreement must be submitted with one or more completed *AP Fabric Medical Director or Designate Terms of Use and Access Request* forms, as required for any designates, if assigned.

I, _____, understand and agree to the requirements and expectations of the medical director, and so their designate, above.

First name: _____ Last name:_____

Organization: _____ HA: _____

Title: _____

Facility address: _____

Date:_____ Signature: _____

Collection notice

The College of Physicians and Surgeons of BC (CPSBC) collects, uses, discloses, stores, and retains personal information under the legal authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)*, RSBC 1996, c.165 and the *CPSBC Bylaws made under the Health Professions and Occupations Act (HPOA)*, SBC 2022, c.43.

The personal information collected on this form is permitted under sections 26(c) and (e) of *FIPPA* for the purpose of managing your accreditation.

The personal information provided will be used to manage access and use of the AP Fabric portal. If you have any questions or concerns about CPSBC's privacy practices, please contact privacy@cpsbc.ca or see https://www.cpsbc.ca/about/privacy/protection.