



## **e-HLbc Administrative Centre Progress Report May 2007 - October 2007**

### **Communication/Marketing**

- Creation of brochure for “Practice makes Perfect Conference”, BCAHC sponsored event November 4-7, 2007 See <http://ehlbc.ca/about/promotional-materials/>
- Booth presence at PMP along with BCAHC staff to promote e-HLbc to interested practitioners
- e-HLbc featured in the September 2007 BC Academic Health Council Newsletter. See [http://www.bcahc.ca/pdf/BCAHC\\_Sept07.pdf](http://www.bcahc.ca/pdf/BCAHC_Sept07.pdf)

### **Membership**

- Affiliate membership recruitment and pilot access projects
  - Physiotherapy Association of BC (PABC) 7- month trial September 1, 2007 - March 31, 2008.
  - Massage Therapists' Association of BC (MTABC) 5 -month trial November 1, 2007 - March 31, 2008.
- Participated with Membership committee on discussions of administrative fee structure for affiliates, as well as on a membership application process.

### **Licensing**

- Reviewed licenses for OVID, EBSCO, and APA for one year renewal.
- Developed draft of a “New Product Selection” process for Management Committee.

### **Website**

- Continued enhancement of existing e-HLbc member website.
- Addition of members' complete contact information.
- Member side resource support pages, database information, troubleshooting
- e-HLbc database listings removed from BC ELN site to e-HLbc .
- e-HLbc site indexed in Google.
- RSS feed enabled <http://ehlbc.ca/feed>

### **Administrative**

- Hired e-HLbc Coordinator position to March 30,2008 – Jo Anne Newyear-

*e-HLbc Administrative Centre Last updated: October 17, 2007*

- Ramirez started June 25, 2007.
- Attended Health Knowledge Network Annual Meeting, University of Alberta June 27.
  - Engaged in site visits: Fraser Health Authority, Provincial Health Services Authority (BC Cancer Agency), Okanagan College, Interior Health Authority-Okanagan, Vancouver Coastal Health Authority, Providence Health Care, UBC, SFU.
  - Reviewed all primary, IT and vendor contact lists, updated new information on e-HLbc web site.
  - Resource access set-up for Physiotherapy Association of BC (PABC) and Massage Therapists (MTABC) membership pilots.
  - e-HLbc Admin Centre resource support
    - Set-up of OVID Linksolver solution as base prototype for new affiliate members to copy; includes basic e-HLbc A to Z title list of e-HLbc resources' fulltext. includes open access collections. (<http://gateway.tx.ovid.com/atoz/az/index?idtok=-1060706634>)
    - Coordinated with OVID on the addition of EBSCO fulltext collections to OVID linksolver profile.
    - Addition of e-HLbc logo branding for admin centre database gateway.
    - Verified member technical information, updated IP's if changes noted with vendors.
    - Arranging technical access to databases for affiliate members
    - Responded to authentication and access issues
  - Participated in e-HLbc Management Team and Subcommittee meetings.
  - Responded to external questions and referred as appropriate.

## Training

- Participated in Training Subcommittee meetings.
- Provided feedback on training needs assessment and evaluation forms.
- Re-tooled online forms in accordance with committee's recommendations.
- Web site development related to training (self-help options, member developed materials).
- Training sessions provided by EBSCO and OVID expert trainers June 11-14, in Vancouver, Kelowna, and Victoria. Thanks are due to Langara College, University of Victoria, and Okanagan College, for hosting and assistance with local arrangements, and to both vendors for sponsoring lunch and refreshments.

## Statistics

- Developing standardized approach to compile and report statistics on usage of databases and fulltext
- Constructed prototype report of Consortial view of usage April 2006-March 2007 (<http://www.ehlbc.ca/wp-content/uploads/consortialusageapr06mar07.xls>)