












e-HLbc Administrative Centre Progress Report September 2006 - April 2007



Administrative

-  Finalized contract for Administrative Centre. Liaised with BCAHC, e-HLbc Management Team, SFU Research Contracts Officer, and SFU Risk Management department.
-  Interviewed and hired e-HLbc web designer.
-  Participated in e-HLbc Management Team and Steering Committee meetings.
-  Responded to external questions and referred as appropriate:
 - Public Library Services Branch on e-HLbc.
 - Alberta's Health Knowledge Network on e-HLbc license negotiations.
-  Selected survey software and began testing.
-  Created and posted e-HLbc coordinator position:
 - Created job description.
 - Formulated hiring team.
 - Developed interview questions.
 - Interviewed shortlisted candidates.
-  Participated in preliminary discussions on addition of affiliate members.

Licensing

-  Confirmed 2nd-year commitment of academic community.
-  Clarified and confirmed invoicing procedures with BCAHC for Year 2.
-  Confirmed Year 2 costs for OVID and EBSCO products.
-  Reviewed licenses for OVID, EBSCO, and APA.

Website

-  Conducted website needs assessment:
 - Reviewed existing e-HLbc website.
 - Reviewed other health information consortia websites.
 - Consulted with Management Team members.
-  Created several website prototypes. Presented prototypes to Management Team and solicited feedback.

- Drafted a website project plan:
 - Formally defined the purpose and audience of the site.
 - Outlined content and organization.
 - Evaluated website content management systems.
 - Set a timeline for launching the site.
 - Finalized website project plan in consultation with the Management Team.
- Registered ehlbc.ca and e-hlbc.ca domain names.
- Developed the website:
 - Selected a content management system (Wordpress).
 - Built additional site functionality with PHP and MySQL.
 - Configured site look and feel.
 - Worked closely with Marketing and Communications Subcommittee chair to add and edit content.
- Set up administrative email addresses (info@ehlbc.ca and webmaster@ehlbc.ca).
- Successfully launched the site in mid-February:
 - Set up and distributed user accounts to provide access to member-only content.
 - Received and responded to feedback from site users.
 - Continued to manage and update site after launch.
- Contracted with new, permanent web host.
- Added variable banner images displaying different locations around BC.

Training

- Participated in Training Subcommittee meetings.
- Provided feedback on training needs assessment forms.
- Provided feedback on training evaluation form.
- Developed website information and services related to training (self-help options, links to vendor online training, training registration module).
- Organized and promoted training sessions:
 - Worked with EBSCO and OVID medical training specialists to develop a series of training sessions to meet a variety of e-HLbc training needs, including separate Overview and Intermediate/Advanced training sessions as well as library administrator training.
 - Scheduled 12 online sessions and one in-person session on various days and time slots throughout March, to accommodate a variety of scheduling needs. 6 sessions were conducted, with attendance of 6-12 per session. Vendor coordinated evaluations were very positive.
 - Scheduled 4 all-day in-person training sessions at various locations around the province, June 11th-14th, featuring vendors' medical training experts.
- Began developing strategies for optimum training-related communications with e-HLbc stakeholders.