

Collaboration within an Information Sharing¹ Environment

Our capacity to meet Albertans' needs depends on our ability to work together. Collaboration happens when individuals from one or more disciplines work closely together and share information and tasks to achieve common goals or outcomes.

When we collaborate, we are open to new and alternative ideas, perspectives, and solutions.

Our actions reflect that:

- ✦ shared outcomes require shared action
- ✦ shared action requires shared ownership, and
- ✦ shared ownership leads to shared results

How to Collaborate

Collaboration takes time and depends on everyone participating, understanding their roles, having a common purpose and a commitment to deliver results. Everyone has a shared responsibility to meet Albertans' needs by:

- ✦ ***Commonly understanding:***
 - ✦ what the individual's needs are
 - ✦ what results are needed
 - ✦ who needs to work together
 - ✦ time lines
- ✦ ***Engaging in dialogue:***
 - ✦ explain your role and the information you need
 - ✦ understand others' role and the information they need
 - ✦ agree on the common purpose
 - ✦ commit to working together, timing and action
- ✦ ***Taking ownership:***
 - ✦ own your commitments
 - ✦ do what you said you would do
 - ✦ do it on time
 - ✦ check that the individual's needs are met
- ✦ ***Repeat above process if needed***

¹ Information sharing refers to appropriately sharing the personal and health information needed to support outcomes for Albertans when working together.

Be prepared to share information

When information is shared effectively, we can make the best decisions possible for the health, education and safety of Albertans. Appropriate information sharing enables Albertans to connect to a full range of services more easily and they achieve better outcomes.

Learn how to share information effectively by:

- ✦ Taking [Alberta's Information Sharing eLearning series](#) training.
- ✦ Reviewing [the ISS online resources](#) to understand when to share, what to share and with whom.
- ✦ Using the [Information Sharing Strategy \(ISS\) Decision Tree](#) to quickly determine if you have authority to share information.
- ✦ Being aware of privacy and program legislation and organizational policies.
- ✦ Being able to identify where information sharing is authorized.
- ✦ Being prepared to explain the reason why you require information and the legal authority to support the disclosure.
- ✦ Creating a common understanding of how you will work together.
- ✦ Knowing who you are sharing/disclosing information with/to.
- ✦ Applying critical thinking; what is in the best interest of the Albertan.
- ✦ Achieving balance of information sharing with the right of an Albertan to privacy.
- ✦ Seeking advice and support from ministry/sector ISS leads as needed.