



Re: Order Set Library Migration to New SharePoint Location

Date: December 16, 2024

To: All staff who use or access Order Sets for any applicable non-CPOE activated site

From: Medication Safety

On December 17, 2024, the [Order Sets Library](#) will be migrating to a [new SharePoint location](#)

**NOTE: New location/link above is not LIVE until December 17th between 0800 - 1000*

This change is occurring as part of Island Health's migration to Microsoft Teams and SharePoint Online.

What do I need to know?

Access

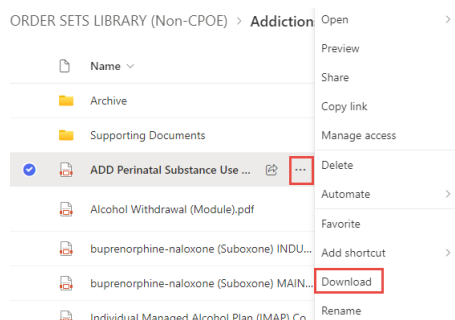
- All Island Health accounts will have access to the new Order Set Library as Visitors; There has been no change in permissions, and access does not need to be requested
- IntraNet links to the Order Set Library will be updated in multiple locations, e.g., Clinical Resources, Downtime Resources, and Medication Safety Page, on December 17, 2024, to the new SharePoint location.
- The old library location will be changed to "view only" and will still be accessible until 2026 when Island Health's full migration is complete.
- **A notice will be present at the top of the old library site to show that it was archived, and a link will be there to the new site.**

Appearance

- The new SharePoint online location is similar in appearance to the current library.
- The Order Set Document folders will continue to be at the top left of the page and organized by Department/Program.

Function

- There should be no notable change in function for the site.
- To download order sets, click on the ellipses (...) to the right of the file name; A menu will appear with Download as an option.



Title: Order Set Library SharePoint Location Change

Date: Dec 16 2024

Owner: Medication Safety



What do I need to do?

- **If you encounter a link to the old Order Set Library location:**
 - Utilize the link at the top of the archived site to navigate to the new library location. Do NOT try to download or save order sets from the old site as content may not reflect recent changes.
 - Please notify the appropriate Web Owner to update the link (if unsure of ownership, please notify orderset@islandhealth.ca).
- If you are the Web Editor/Owner of an IntraNet page that contains links to the Order Set Library, or to links to any individual order sets currently posted on the old Order Set Library, please take action to update the links as soon as possible.
- If you have saved the Order Set Library as a web "favorite", please update the favorite to the [new location](#).
- Please contact the Medication Safety Order Set Team at orderset@islandhealth.ca if you experience issues with the new site.

If you have received this message in error, please ignore and delete it. We apologize if you are receiving this notice, and it does not apply to you or your facility. It is necessary to send announcements broadly to ensure we have communicated thoroughly with all potential users.