

# Directory of Records

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We CARE For People

WPSHC



*Inclusion of a record in West Parry Sound Health Centre's Directory of Records is not intended to indicate that this information will be available under Ontario's Freedom of Information and Protection of Privacy Act. FIPPA requires WPSHC to make available to the public a Directory of Records.*

## General administrative and departmental records

### Administration

- Board of Trustees
  - corporate by-laws, governance by-laws and policies
  - monthly board meeting agendas, minutes, correspondence
  - committee agendas, minutes, correspondence: Property and Finance, Total Quality Management, Community Engagement, Nominating, Audit, Governance, Faith Community Liaison, Medical Advisory Committee
  - trustee expenses (available on-line)
- Staff and health centre operations
  - corporate membership, by-laws, annual reports, agenda and minutes of Annual General Meeting
  - files relating to the office of Chief Executive Officer
  - files relating to relationship with Lakeland Long Term Care
  - files relating to relationship with WPSHC Auxiliary
  - files relating to relationship with WPSHC Foundation
- Staff and health centre operations
  - documents of incorporation
  - corporate membership, by-laws, annual reports, agendas and minutes of Annual General Meeting
  - files relating to the office of Chief Executive Officer
  - files relating to relationship with Lakeland Long Term Care
  - files relating to relationship with WPSHC Auxiliary
  - files relating to relationship with WPSHC Foundation
  - correspondence to WPSHC
  - files relating to credentialing and the provision of medical services
  - legal affairs and litigation files
  - partnership agreements
  - strategic planning, operational plans, Quality Improvement Plan
  - Accreditation
  - FIPPA Office
  - historical archive

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Compassion • Accountability • Rights & responsibilities • Excellence

## **Finance**

- annual audited financial statements
- property leases and contracts
- payroll records
- accounts payable and receivable
- clinical billing - medical services, patient care direct costs
- budget and expense documents
- government reporting records
- committee files

## **Human Resources**

- personnel files
- union contracts and labour relations
- Hospitals of Ontario Pension Plan
- Green Shield benefits plan
- committee files

## **Information Technology**

- network & system access acceptable use policy
- wireless access form and policy
- corporate email and records relating to systems support - hardware and software
- RFPs for good and services - technology
- department meeting agendas and minutes

## **Materials Management**

- procurement and purchasing documents
- RFPs for goods and services
- property maintenance, utilization, and safety
- vendor and service contracts
- health and safety reporting
- committee files

## **Patient and Family Centred Care**

- patient relations – satisfaction, compliments and complaints
- patient incident reporting
- nursing/clinical policies and procedures
- quality and risk, patient safety - reports and audits
- reports and statistics - public reporting requirements - government reporting

## **Patient Care Records**

- records relating to diagnosing, treating and caring for patients
- Master Patient Index - patient registries

*West Parry Sound Health Centre's Directory of Records for general administrative records remains under development and further information will be added as appropriate records are identified.*