

Directory of General Records

The Ontario Freedom of Information and Protection of Privacy Act (FIPPA) requires hospitals to make available to the public a Directory of General Records. Inclusion of a record in North Bay Regional Health Centre's Directory of General Records is not intended to indicate that this information will be available under FIPPA.

Record Category	Description
General Administrative and Operational Records	<p>Records relating to:</p> <ul style="list-style-type: none"> • the operations and upkeep of the health centre • corporate communication to stakeholders and partners • partnership agreements • annual reports concerning goals and strategic plans, as well as financial and other reporting data. The following information can be found online: <ul style="list-style-type: none"> ○ Annual Reports ○ Hospital Service Accountability Agreement ○ Strategic Plan ○ Accessibility Plans • the provision of patient services and the management and delivery of clinical and support services • meetings of committees • policies and procedures • forms • education and orientation • employee safety • research studies and administration of research activities • Accreditation – the most recent Accreditation Survey Report is available online • quality, risk, patient safety - reports and audits • reports and statistics, including public reports and mandated reporting requirements – the following information can be found online: <ul style="list-style-type: none"> ○ the Salary Disclosure List (Sunshine List) ○ Patient Safety Indicators: <ul style="list-style-type: none"> ▪ Clostridium difficile Associated Disease (CDAD) ▪ Methicillin-Resistant Staphylococcus aureus (MRSA) ▪ Vancomycin-Resistant Enterococcus (VRE) ▪ Ventilator-Associated Pneumonia (VAP) ▪ Central Line Infections ▪ Hand Hygiene Compliance Audits ▪ Surgical Site Infection (SSI) Prevention ▪ Surgical Safety Checklist Compliance (SSCC) ○ Patient Quality: <ul style="list-style-type: none"> ▪ Surgical wait times

	<ul style="list-style-type: none"> ▪ Quality Improvement Plan (QIP)
Board	<p>Records relating to;</p> <ul style="list-style-type: none"> • the Board and its committees, minutes, policies, and by-laws. Minutes of the Board meetings • Board member expenses are available online
Corporation	<p>Records relating to:</p> <ul style="list-style-type: none"> • agreements • leases/deeds • insurance policies • annual reports • corporate project documents • blueprints and drawings • permanent art collection
Finance	<p>Records relating to:</p> <ul style="list-style-type: none"> • financial management including records of accounts payable and accounts receivable, clinical billing, general ledgers, financial statements, payroll, and tax records. • source documents including records relating to accounting transactions such as: requisitions for payment; invoices; expense claims; cheque requisitions; accountable advances; cash receipts and banking documents. • Expense claims and contracts of the Senior Leadership Team members are available online • annual audited financial statements are available online
Human Resources	<p>Records relating to:</p> <ul style="list-style-type: none"> • union contracts and labour relations • pension plans and benefits • General administrative and statistical data re: health centre employees, students and volunteers (Note: Records re: individuals are referenced on the Directory of Personal Information Banks)
Materials Management	<p>Records relating to:</p> <ul style="list-style-type: none"> • procurement documents • quotes/proposal/bid submissions • purchase orders • vendor and service contracts

Note: North Bay Regional Health Centre's Directory of General Records remains under development and further information will be added as appropriate records are identified.

Updated January 31, 2012