

Directory of Records

Category	Description
Administration and Management	Records relating to hospital operations, policies and procedures, minutes of meetings and communications to stakeholders.
Business Office	Records relating to financial management functions, including accounting transactions, accounts payable, accounts receivable, direct payments and bank transfers.
Capital Projects	Records relating to the planning, construction and commissioning of new facilities and equipment.
Clinical Programs	Records relating to clinical performance and activities, including financial, quality, safety and accessibility of patient services.
Corporate Communications	Records related to the hospital's communications services, including public/media relations, publications and presentations.
Finance	Records relating to the financial management of the hospital.
Governance	Records relating to the Board and its committees, minutes, policies, by-laws and corporate members list.
Information and Privacy	Records related to the hospital's compliance with obligations and processes set out in PHIPA and FIPPA.
Information Systems	Records related to the maintenance, development and management of the hospital's information holdings.
Infection Prevention and Control	Records relating to the operations of the hospital's Infection Prevention and Control department.
Legal Affairs	Records relating to legal matters in which the hospital has an interest.
Materials Management	Records relating to materials management, including purchase orders, requisitions, receipts.
Nutrition Services Records	Records relating to the operations of the hospital's Nutrition Services department.
Occupational Health & Safety	Records relating to occupational health & safety. General records may include statistical data and policies & procedures.
People Supports and Organizational Health	Records relating to employment contracts, collective agreements and employee expenses.
Pharmacy	Records relating to the operations of the hospital's Pharmacy department.
Procurement	Records relating to the procurement process, awards and contracts.
Professional Practice	Records relating to corporate professional practice policies, processes and standards of practice.
Security	Security reports and records relating to security incidents, emergency procedures and disaster planning.
Volunteer Services	Records relating to the Volunteer Services department.