



Function

Function Description

Examples

Administration/Corporate Records

This covers records related to the operation of the hospital according to the direction provided by the board of directors.

Articles of Incorporation, Committee and subcommittees, Executive/General Correspondence, Government Reporting, Organizational Charts, Policies, Procedures and Guidelines, Requests under the *Freedom of Information and Protection of Privacy Act* (FIPPA)

Building & Property

This covers records related to managing the construction, development, operation and maintenance of all corporately owned buildings, property, and equipment, and ensuring the safety of the individuals who interact with them.

Architects/Consultants Recommendations, Building Permits, Drawings and Blueprints, Fire Safety Tests and Inspections, Leases, Property Surveys and Usage Reports, Security Video, Waste Management Audits Reports Recordings

Communications

This covers records related to providing general information about the hospital, responding to media, and communicating corporate information to stakeholder groups.

Internal and External Marketing Documents, Media Releases, Photographs, Public Education Campaigns, Website



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Health Network

Directory of Records

Note: Requires post-merger updates.

wrhn.ca
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Financial Management/Financial Records

This covers records related to the administration of hospital finances.

Accounts Payable, Accounts Receivable, Audited Financial Statements, Banking Records, Budgets, Employee Reimbursements, General Expenses, Grant Accounts, Out of Province Billing Records, Payroll, Sponsorship Agreements

Governance

This covers records related to the strategic direction and oversight by the board of directors (and committees of the board).

Accreditation Records, Annual Reports, Board of Directors Membership, By-laws, Committees of the Board, Government Funding, Strategic Plans (i.e. Quality Improvement Plan, Capital Plan)
Clinical Trials, Coroner Reviews, Diagnostic Images, Drug Reconciliations, Drug Utilization Records, Health Records, Laboratory Services Reports and Documents, Narcotic and Controlled Substance Inventory Records, Physician Orders, Public Health – Vaccine Distribution, Referrals, Release of Information Records, Retail Pharmacy Records

Healthcare/Health Records

This covers records related to the direct delivery of health care services to patients.

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835 King St. W.
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Human Resources/Personnel Records

This covers records related to the administration of personnel and their recruitment. It also includes records pertaining to labour relations, and occupational health and safety programming.

Attendance Tracking, Collective Agreements, Emergency and Family Leave Records, Employment Records – General, Grievances and Appeals, Job Descriptions and Classifications, Licensing and Certifications, Occupational Health, Safety and Wellness – Employees, Performance Reviews, Time Sheets and Scheduling, Vacation Requests, WSIB Records

Information Management

This covers records related to the administration, collecting, organizing, processing, storing, retrieving and transmitting of information used to support corporate or clinical operations.

Computer and System Access, Hardware & Software Applications, Statistical Reports Agreements, Bids/Proposals, Request for Proposal/Information/Quotation/Tender, Supplier/Vendor Information, Vendor/Third Party Contracts

Purchasing

This covers records related to the activity of acquiring goods or services necessary to the operation of the hospital.

This covers records related to the degree to which health services for individuals and/or populations, increases the likelihood of desired outcomes and is consistent with current professional knowledge.

Patient Complaints, Concerns and Compliments, Patient Satisfaction Surveys, Scorecards, Third-Party Satisfaction Surveys

Quality Management

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Risk Management

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This covers records related to mitigating situations of risk that may expose the hospital to harm, loss, damage or litigation

Disaster Plan, Emergency Code Checklists, Incident Reporting, Insurance Policies, Internal and External Complaints, Concerns and Compliments, Legal Advice/Opinion, Legal Proceedings, Manufacturer Recalls

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