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| Policy: | Reporting Requirements to Senior Field Manager | |
| Policy Owner: | Regional Medical Director, Regional Program Manager | |
| Department: | Southwest Ontario Regional Base Hospital Program | |
| Approval By: | Director, Emergency Services & Base Hospital | Approval Date: June 2018 |

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| Original Effective Date: June 2018 | Last Review Date: June 2019 | Last Revised Date: June 2019 |
| | Reviewed Date(s): June 2018 | Revised Date(s): June 2018 |

POLICY

To outline the reporting requirements of the Southwest [Regional Base Hospital Program](#) (SWORBHP) to the Senior Field Manager in accordance with the [Regional Base Hospital \(RBH\) Performance Agreement \(PA\)](#).

- The most responsible staff member of SWORBHP will ensure that the [Senior Field Manager](#) (or designate) of the Ministry of Longer Term Care (MOHLTC), Emergency Health Program Management & Delivery Branch (EHPMDB), receives the required information outlined in the RBH PA.
- Acceptable forms of notification may include carbon copies or scans of letters, emails, reports, SWORBHP public website (www.lhsc.on.ca/bhp) and/or minutes of meetings where the [Senior Field Manager](#) (or designate) is a sitting member.
- As outlined in the [RBH PA 10.2](#), SWORBHP shall provide to the Ministry any other information or report respecting to the status and manner of operation of the [Regional Base Hospital Program](#) and any other matter relating to the [RBH PA](#) that is not otherwise provided for in the RBH PA or that may be required in writing by the Director from time to time.

PROCEDURE

1. The following information will be provided to the [Senior Field Manager](#) (or designate) by the most responsible BH staff member (or designate) in an acceptable form of notification and in accordance with the Performance Agreement referenced below;
 - 1.1. **SWORBHP human resources inventory;**
 - 1.1.1. shall be provided within ninety (90) days of the end of the fiscal year,
 - 1.1.2. in accordance with the [RBH PA Appendix C 1.0](#).
 - 1.2. **SWORBHP policies and procedures;**
 - 1.2.1. shall be readily accessible,
 - 1.2.2. in accordance with the [RBH PA Appendix C 3.0](#).
 - 1.3. **Reports and/or copies of media coverage pertaining to SWORBHP;**
 - 1.3.1. shall be provided in accordance with the [RBH PA Appendix C 7.0](#).
 - 1.4. **Proposed operational budget;**
 - 1.4.1. shall be provided in accordance with the [RBH PA Appendix F](#).
 - 1.5. **In-year expenditure report;**
 - 1.5.1. shall be provided in accordance with the [RBH PA Appendix G](#).
 - 1.6. **Year-end financial reports, including audited financial statements;**
 - 1.6.1. shall be provided in accordance with the [RBH PA Appendix H](#).
 - 1.7. **The SWORBHP Annual Report;**

- 1.7.1. shall be provided within ninety (90) days of the end of the fiscal year and,
1.7.2. shall include a written summary of information gathered under the [RBH PA Appendix I](#) and as set out in the [RBH PA 10.1](#).
- 1.8. **Incident reports of patch delays or failures that are reported to or discovered by SWORBHP;**
1.8.1. shall be provided within 48 hours of the event,
1.8.2. in accordance with the [RBH PA Appendix L Bullet 9](#).
- 1.9. **Unauthorized use or disclosure of confidential information;**
1.9.1. shall be provided immediately,
1.9.2. as outlined in the [RBH PA 8.0 – 8.19](#) and,
1.9.3. in accordance with the [RBH PA 8.7](#) and,
1.9.4. in accordance with the [London Health Sciences Centre Confidentiality Policy](#)
- 1.10. **The existence of any circumstances that could arise or that have arisen in which a staff member's private or personal interest gives rise to an actual, potential or perceived conflict of interest;**
1.10.1. shall be provided immediately,
1.10.2. as outlined in the [RBH PA 9.0 – 9.6](#) and,
1.10.3. in accordance with the [RBH PA 9.5](#) and,
1.10.4. in accordance with the [London Health Sciences Centre Standards for Business Conduct Policy](#).
- 1.11. **Sale, lease or otherwise dispose of any assets provided by the Ministry or purchased with grant funds;**
1.11.1. the RBH shall receive prior written consent,
1.11.2. in accordance with the [RBH PA 11.1](#).
- 1.12. **Change in paramedic certification (reactivation, deactivation, decertification, recertification);**
1.12.1. as soon as possible,
1.12.2. in accordance with the [RBH PA Appendix 6](#).

DEFINITIONS

Regional Base Hospital (RBH)

Means a base hospital as defined in subsection 1(1) of the Ambulance Act, and provides an RBHP pursuant to an agreement entered into with the MOHLTC.

Regional Base Hospital Program (RBHP)

Means a base hospital program as defined in subsection 1(1) of the Ambulance Act.

Senior Field Manager

Means a person who holds that position within the EHSB of the MOHLTC, and for the purposes of this Standard a reference to the term means the relevant Senior Field Manager responsible for the applicable RBHP.

REFERENCES

[London Health Sciences Centre Confidentiality Policy](#)

[London Health Sciences Centre Standards for Business Conduct Policy](#)

Regional Base Hospital (RBH) Performance Agreement (PA)