

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
Original Effective Date: June 2018	Last Review Date: June 2020	Last Revised Date: June 2020
	Reviewed Date(s): June 2018, June 2019	Revised Date(s): June 2018, June 2019

POLICY

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

- The most responsible staff member of [RBHP](#) will ensure that the [Senior Field Manager](#) (or designate) of the Ministry of Long Term Care (MOHLTC), Emergency Health Program Management & Delivery Branch (EHPMDB), receives the required information outlined in the [RBHP PA](#).
- Acceptable forms of notification may include carbon copies or scans of letters, emails, reports, the Southwest Ontario [RBHP](#) 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 [RBHP PA](#), the [RBHP](#) shall provide to the MOHLTC any other information or report respecting to the status and manner of operation of the [RBHP](#) and any other matter relating to the [RBHP PA](#) that is not otherwise provided for in the [RBHP 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 [RBHP](#) staff member (or designate) in an acceptable form of notification and in accordance with the [RBHP PA](#) referenced below;
 - 1.1. **[RBHP](#) 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 [RBHP PA](#) Appendix C 1.0.
 - 1.2. **[RBHP](#) policies and procedures;**
 - 1.2.1. shall be readily accessible,
 - 1.2.2. in accordance with the [RBHP PA](#) Appendix C 3.0.
 - 1.3. **Reports and/or copies of media coverage pertaining to the [RBHP](#);**
 - 1.3.1. shall be provided in accordance with the [RBHP PA](#) Appendix C 7.0.
 - 1.4. **Proposed operational budget;**
 - 1.4.1. shall be provided in accordance with the [RBHP PA](#) Appendix F.
 - 1.5. **In-year expenditure report;**
 - 1.5.1. shall be provided in accordance with the [RBHP PA](#) Appendix G.
 - 1.6. **Year-end financial reports, including audited financial statements;**
 - 1.6.1. shall be provided in accordance with the [RBHP PA](#) Appendix H.
 - 1.7. **The [RBHP](#) 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 [RBHP](#) PA Appendix I and as set out in the [RBHP](#) PA 10.1.
- 1.8. **Incident reports of patch delays or failures that are reported to or discovered by the [RBHP](#);**
1.8.1. shall be provided within 48 hours of the event,
1.8.2. in accordance with the [RBHP](#) 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 [RBHP](#) PA 8.0 – 8.19 and,
1.9.3. in accordance with the [RBHP](#) 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 [RBHP](#) PA 9.0 – 9.6 and,
1.10.3. in accordance with the [RBHP](#) 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 MOHLTC or purchased with grant funds;**
1.11.1. the [RBHP](#) shall receive prior written consent,
1.11.2. in accordance with the [RBHP](#) 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 [RBHP](#) PA Appendix 6.

DEFINITIONS

Certification

Means the process by which Paramedics receive Authorization from a Medical Director to perform Controlled Acts and other advanced medical procedures in accordance with the ALS PCS.

Deactivation

Means the temporary revocation, by the Medical Director, of a Paramedic's Certification.

Decertification

Means the revocation, by the Medical Director, of a Paramedic's Certification.

Reactivation

Means the reinstatement of a Paramedic's Certification after a period of Deactivation.

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)

Ministry of Health and Long Term Care (MOHLTC); Emergency Health Services Branch [Advanced Life Support Patient Care Standards Version 4.7](#), Appendix 6 as updated from time to time.