



# St. Francis Memorial Hospital

Chief Privacy Officer  
Box 129  
Barry's Bay, Ontario  
K0L 1B0

Phone: (613) 756-3044 ext 242

## DIRECTORY OF PERSONAL INFORMATION BANKS

### Owner Of Records

#### Administration and Governance:

Name:		Board and Executive Committee
Location:		President / COO Office
Legal Authority:		Corporations Act
Information Maintained:		Direct Personal contact information
Uses:		To document the membership of the Corporation
Users:		President / COO, Senior Management, Board Members
Individuals in Bank:		Present and past members, may include public or staff
Retention and Disposal:		Permanent
Name:		Credentialing Files
Location:		COO's Office
Legal Authority:		Public Hospitals Act, R.S.O. 1990
Information Maintained:		Name, all contact information, education, experience, biographical information
Uses:		To maintain a personnel record on Physician employed by the Hospital
Users:		Board Chair, COO, CEO, MAC, Chief of Staff
Individuals in Bank:		Physicians and other health professionals with hospital privileges
Retention and Disposal:		Permanent
Name:		Applications for Board Membership
Location:		President/COO
Legal Authority:		Corporations Act
Information Maintained:		Name, all contact information, education, experience, biographical information
Uses:		To maintain a record of past and present board members
Users:		President/COO
Individuals in Bank:		Present and past Board applicants
Retention and Disposal:		Permanent
Name:		Tenant Leases Medical Clinic
Location:		COO's Office
Legal Authority:		Corporate retention policy
Information Maintained:		Names, addresses, financial agreements
Uses:		Lease Agreement
Users:		COO/Director of Finance
Individuals in Bank:		Office Directors/Managers
Retention and Disposal:		Indefinite
Name:		Ministry of Health/Hospital/Physician Agreements
Location:		COO's Office
Legal Authority:		Public Hospitals Act
Information Maintained:		Names of individuals and financial reporting
Uses:		To administer agreements
Users:		COO/ Director of Finance
Individuals in Bank:		Physicians
Retention and Disposal:		Hospital Retention Policy

<b>Human Resources:</b>		
Name:		Volunteer and Employee Personnel Files
Location:		COO Human Resources
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct personal health information of all volunteers off St. Francis Memorial Hospital
Uses:		To maintain a file for each volunteer to include on-boarding and other documents relevant to their unpaid work at the hospital
Users:		Human Resources
Individuals in Bank:		Volunteers
Retention and Disposal:		As Per SFMH Retention Policy
Name:		Labor and Employee Relations Records
Location:		COO / Human Resources
Legal Authority:		Public Hospitals Act, Employment Standards Act
Information Maintained:		Collective bargaining files, grievance/arbitration files, general union correspondence, investigation files, human rights complain and investigation files
Uses:		To maintain current and historical labor and employee relations records for future Collective Bargaining & LR reference.
Users:		COO / Human Resources
Individuals in Bank:		Employees
Retention and Disposal:		As per SFMH Retention Policy
Name:		HOOPP Records Individual Contributions
Location:		Payroll / Finance
Legal Authority:		Employment Insurance Act
Information Maintained:		Direct Personnel Information
Uses:		To administer the employment relationship from the point of hire to termination or retirement.
Users:		Director of Finance / Payroll Clerk
Individuals in Bank:		Staff and former staff
Retention and Disposal:		Minimum 7 years
Name:		Parking Records
Location:		Payroll Office
Legal Authority:		Corporations Act
Information Maintained:		Direct Personnel Information
Uses:		To issue parking permits to staff, students, volunteers, physicians
Users:		COO / Human Resources
Individuals in Bank:		Staff/Volunteers/Students/Physicians
Retention and Disposal:		Minimum 7 years
<b>Health Records Department</b>		
Name:		FIPPA FOI Access for requests for St. Francis Memorial Hospital
Location:		Health Records Department
Legal Authority:		Freedom of Information and Protection of Privacy Act
Information Maintained:		Direct personal health information of all patient's and staff off St. Francis Memorial Hospital
Uses:		Information is used to process access requests under FIPPA
Users:		FOI Coordinator / COO
Individuals in Bank:		Individuals making requests
Retention and Disposal:		As Per SFMH Retention Policy
Name:		Records under the Personal Health Information Protection Act
Location:		Health Records Department
Legal Authority:		Personal Health Information and Protection Act
Information Maintained:		Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:		For maintaining records of patients treated at the hospital
Users:		Health Records Department Staff / Healthcare Workers

Individuals in Bank:	Patients
Retention and Disposal:	10 years after date of death or inactive chart
Name:	Request for PHI Files
Location:	Health Records Department
Legal Authority:	Personal Health Information and Protection Act
Information Maintained:	Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:	To process requests for personal health information
Users:	Health Records Clerk/ CHIMA certified employees
Individuals in Bank:	Patients, midwives, physicians, lawyers, insurance and other authorized to request PHI of patients
Retention and Disposal:	10 years after date of death or inactive chart
Name:	Master Patient Index
Location:	Electronic Database
Legal Authority:	Public Hospitals Act
Information Maintained:	Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:	For maintaining records of patients treated at the hospital
Users:	Authorized individuals
Individuals in Bank:	Patients
Retention and Disposal:	Indefinite
<b>Diagnostic Imaging Department:</b>	
Name:	Diagnostic Images/Bone Density
Location:	Diagnostic Imaging Department / PACS
Legal Authority:	Public Hospitals Act
Information Maintained:	Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:	Information is used to make medical recommendations regarding medical care
Users:	Authorized individuals
Individuals in Bank:	Patients
Retention and Disposal:	As per SFMH retention policy
Name:	Mammograms / OBSP
Location:	OBSP Department
Legal Authority:	Public Hospitals Act
Information Maintained:	Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:	Information is used to make medical recommendations regarding medical care
Users:	Authorized individuals
Individuals in Bank:	Patients
Retention and Disposal:	As per SFMH retention policy
<b>Admitting/Registration Department</b>	
Name:	Admitting / Registration Office
Location:	Registration Office
Legal Authority:	Public Hospitals Act
Information Maintained:	Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:	For maintaining records of patients treated at the hospital
Users:	Authorized individuals
Individuals in Bank:	Patients
Retention and Disposal:	As per SFMH retention policy
<b>Human Resources</b>	
Name:	Personnel Files
Location:	COO Office
Legal Authority:	Public Hospitals Act
Information Maintained:	Direct Personnel Information

Uses:		To administer the employment relationship from the point of hire to termination or retirement.
Users:		Authorized Human Resources Staff
Individuals in Bank:		All prudent employee information
Retention and Disposal:		As per SFMH retention policy
Name:		Employee Competition and Recruitment
Location:		COO Office
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct Personnel Information
Uses:		To administer the hiring process; maintain files
Users:		Human Resources staff
Individuals in Bank:		Prospective employees, employees
Retention and Disposal:		As per SFMH retention policy
Name:		Grievances and Arbitrations
Location:		COO Office
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct Personnel Information
Uses:		Information used to respond to employee grievances
Users:		Authorized Human Resources Staff
Individuals in Bank:		Employees
Retention and Disposal:		As per SFMH retention policy
Name:		Investigation and Complaint Records
Location:		COO Office
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct Personnel Information
Uses:		Information used to resolve employee complaints, misconduct, manage labor relations, and administer the grievance and arbitration process
Users:		Authorized Human Resources Staff
Individuals in Bank:		Employees, Student, Volunteers
Retention and Disposal:		As per SFMH retention policy
Name:		Workplace Compensation and Disability Management
Location:		COO Office
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct Personnel Information
Uses:		Information used to administer claims, benefits, and monitor accommodation and for return to work planning
Users:		Authorized Human Resources Staff
Individuals in Bank:		Employees, dependents and beneficiaries
Retention and Disposal:		As per SFMH retention policy
<b>Systems and Accounts Administration Records</b>		
Name:		ITS
Location:		ITS
Legal Authority:		Public Hospitals Act
Information Maintained:		Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:		Information is used to create telephone, email accounts for students, employees, physicians, administer access permissions, respond to user inquiries, investigate incidents, produce long-distance reports and for contact purposes.
Users:		ITS Staff
Individuals in Bank:		Current and former, students, volunteers, staff, physicians
Retention and Disposal:		As per SFMH retention policy
<b>Occupational Health and Safety and Infection Control</b>		
Name:		Occupational Health and Safety Records

Location:		Administration / Occupational Health and Safety Nurse
Legal Authority:		Occupational Health and Safety Act / Workplace Safety and Insurance Act
Information Maintained:		Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:		Information is used to uphold the Hospital's responsibility to provide a safe and healthy workplace and to respond to occupational health and safety issues
Users:		Occupational Health and Safety Nurse/Physicians
Individuals in Bank:		Staff, Students, Volunteers
Retention and Disposal:		As per SFMH retention policy
Name:		Infection Control Records
Location:		Infection control Department
Legal Authority:		Health Protection and Promotion Act
Information Maintained:		Direct personal health information of all patient's under the care of St. Francis Memorial Hospital
Uses:		Information is used for reporting, diagnosis, treatment, isolation status, follow up and referral for each patient
Users:		Infection control staff and physicians
Individuals in Bank:		Individuals who have a positive lab result for microorganisms
Retention and Disposal:		As per SFMH retention policy
<b>Payroll</b>		
Name:		Employee Payroll Files
Location:		Manager/Finance
Legal Authority:		Employment Standards Act
Information Maintained:		Records relating to individual employee pay history files
Uses:		For administrative purposes, calculate and administer payroll
Users:		Payroll staff / Managers
Individuals in Bank:		Employees / Students
Retention and Disposal:		As per SFMH retention policy
Name:		Benefits Records
Location:		Manager/Finance
Legal Authority:		Employment Standards Act
Information Maintained:		Direct personnel personal information
Uses:		For administrative purposes
Users:		Payroll staff / Managers / Human Resources
Individuals in Bank:		Staff
Retention and Disposal:		As per SFMH retention policy
Name:		Pension Records
Location:		Payroll staff
Legal Authority:		Employment Standards Act
Information Maintained:		Direct personnel personal information
Uses:		For administering pension entitlements and provide financial planning
Users:		Payroll staff / Human Resources
Individuals in Bank:		Staff
Retention and Disposal:		As per SFMH retention policy
Name:		T4/T4A Reports and Canada Pension Plan Contributions
Location:		Payroll
Legal Authority:		Income Tax Act
Information Maintained:		Direct personnel personal information
Uses:		Information is used for administration purposes; maintained files
Users:		Payroll Staff
Individuals in Bank:		Staff





# St. Francis Memorial Hospital

Chief Privacy Officer  
 Box 129  
 Barry's Bay, Ontario  
 K0L 1B0

Phone: (613) 756-3044 ext 242

## DIRECTORY OF GENERAL RECORDS

Owner Of Records	Title of Records
------------------	------------------

### Governance:

	Board and Executive Committee	
	Minutes of Member's Meetings	
	Standing Committees of the Board	
	Administrative By-laws	
	By-laws Professional Staff	
	Resolutions	
	Documents of Incorporation	
	Notices under the Corporations	
	Annual Reports	
	Hospital Service Accountability	
	Quarterly Reports	
	Strategic Plan	
	Credentialing	

### Administration/Human Resources

	Meeting Agenda/ Minutes	
	Executive Correspondence	
	General Corporate Correspondence	
	Senior Leadership Meetings	
	Corporate Vendor Contracts	
	Balance Scorecard	
	Public Sector Salary Disclosure Act reports	
	Patient Declaration of Values	
	Summary of Accreditation Survey Reports	
	Physician Survey	
	Staff Survey	
	Budget	
	Meeting Agendas and Minutes	
	By-Laws of Professional Staff	
	Proposals	
	Engineering, Drawings, Blueprints	
	Administration Policy and Procedures	
	Medical Advisory Committee	
	Job Descriptions	
	Champlain LIHN Agreements	
	Vendor Contracts and Agreements	

	Purchasing Tendered	
	Proposals	
	Joint Health and Safety Committee Minute Binder	
	Health and Safety Records/Inspection	
	Job Evaluation Files	
	Employee Satisfactory Surveys	
	Attendance Support Program	
	Material Data Safety Sheets	
<b>Finance:</b>		
	Vacancies	
	Human Resource Plan	
	Orientation/Training/ Continuing Education	
	Policy and Procedures	
	Absenteeism/Sick Time Reports	
	All Budget Financial Reports	
	Annual Audited financial statements	
	General Journals	
	General Ledgers	
	Bank Statements	
	Bank Deposit Books	
	Bank Reconciliations	
	Cheque Register	
	Tax files	
	Regular Inventory	
	RFP responses	
	RFP Evaluation Matrix	
	RFP Evaluations and decisions	
<b>Director of Patient Care:</b>		
	Vendor Contracts and Agreements	
	Funding Proposals	
	Quarterly Reports	
	Budget/Payroll	
	Clinical Program and Service Designs	
	Education/Conferences Attended	
	Ligation, Mediation, Arbitration Files	
	Quality of Care Reviews	
	ECFAA Reporting for Critical Incidents	
	Disaster Planning Records	
	Policies and Procedures	
	PSFDH Quality and	
	ECFAA Quality Improvement Plan	
	Falls Reduction Program	
	Medical Quality Committee Minutes and Infection	
	Utilization Committee Minutes	
	SSR Policy/Information Binder	
	Clinical Records Committee Minutes	
	Pharmacy and Therapeutics Committee Minutes	



	Monthly Budget Statements	
	Senior Admin/Management Comm Minutes	
	Qmentum	
	Workplace Violence	
	Diabetic Advisory	
	Client Handling	
	Ethics	
	Hospice	
	CCAC	
	Pastoral Care	
	NRC Picker Patient Summaries	
	Meeting Agendas and Minutes	
	Annual Report	
	Quarterly Reports	
	Budget Files	
	Briefing Materials	
	Education/Conferences Attended	
	Expenses incurred for areas of	
	Ligation, Mediation, Arbitration Files	
	Job Descriptions	
	Engineering, Drawings, Blue	
	Policy and Procedures	
	Credentialing Information	
	Regional Credentialing Information	
	By-Laws of Professional Staff	
	Criteria for Appointment and Reappointment	
	Medical Advisory Committee	
	Purchasing Tendered	
	RFP Evaluation Matrix	
	RFP responses	
	Clinical Meeting Agendas and Minutes	
	RFP Evaluations and decisions	
	<b>Medical Unit Nursing Station</b>	
	Medicine/Surgery Manual	
	Clerks Personal Folders-Memos	
	Templates/Forms	
	Special NSS Forms	
	Policy and Procedures	
	Smoking Cessation Program	
	Surveys (Community, Footcare, Patient)	
	Unit Clerk Manual	
	Unit Clerk Meeting Minutes	
	Inter-Rater Reliability Testing	
	Clinical Pathway	
	Labels - Compassionate Care Benefits	
	Daily Surveillance Tool (Outbreak Form)	
	Operational Forms	
	Discharge Planning Binder	
	Anzer Manual	
	Blank Requisitions	
	Medication Policy and Procedure Manuals	
	GEM Star Pump Binder	

		Equipment Repair Binder	
		Palliative Care Manual	
		Drug Formulary Manual	
		Handbook of Limited Drug Product Use	
		Point of Care Manual	
		HOBIC Manual	
		Procedures Folder	
		Memos Folder	
		HOBIC Folder	
		Diabetic Information	
		Forms/Templates	
		Palliative Care Statistics	
		Profile of SFMH Audit Tool	
		Pandemic Care Binder	
		Nursing Worksheets	
		Wound Care Binder	
<b>Health Records Department:</b>			
		Scheduling Documentation	
		Old Policies and Procedures (now revised or N/A)	
		WHIMIS Manual	
		Anzer Manual	
		Health Records Policy/Procedure Manual	
		Joint Health & Safety Binder	
		Fire Manual/Minutes	
		FIPPA Manual for SFMH	
		Privacy Manual for SFMH	
<b>Patient Inpatient &amp; Outpatient Services:</b>			
	<b>Diabetic Clinic Service</b>	MDS Schedules	
		MDS Weight Reports	
		Committee Minutes -PTC, Utilization, Ethics	
		Diabetes Program Stats	
		Ministry of Radiation and HARP Testing	
	<b>Diagnostic Imaging</b>	Departmental Budget	
		DI Equipment Service Contracts	
		Quality Control Testing	
		CAR Accreditation	
		BMD Accreditation	
		Soft Ware License- Nuance	
		Policy & Procedure Manuals	
		WHMIS	
		Equipment Contract Agreements	
		Equipment Service Records	
		Vendor Contracts	
		Equipment Purchase Agreements and RFP's	
	<b>OBSP:</b>	Policy & Procedure Manuals	
		Resource Material/client Handouts	
		CPS/Pharmacology Compendium	
		RVH-Anzer Data Base	
		Renfrew County Breast Health network Meeting	
		Health Information for OBSP Volunteers	

	<b>Laboratory Services</b>	Vendor Contracts	
		Temperature Monitoring Records for blood	
		QC Records for Transfusion Medicine	
		EQA results / QMP-LS	
		QMP-LS Committee Comments	
		Hematology Slides - Normal	
		Hematology Slides - Abnormal	
		Hematology Slides - Children under 18 years of	
		Method Manuals (Obsolete)	
		Communication Documents - Memos	
		Equipment Verification and Instrument	
		QC Records	
		Equipment Calibration Records	
		Management Review Records	
		Referral Laboratory Competence	
		Obsolete Documents	
		Lab License	
		SFMH Meeting Notes	
		EORLA Meeting Notes	
		Laboratory MIS Workload Units	
		Purchase Orders (POs)	
		WHMIS and MSDS Manual	
		WHMIS quizzes	
		Equipment and Verification Records	
		Supplies Packing Slips	
		Forms	
		Departmental Policies and Procedures	
		SFMH Policies and Procedure	
		Privacy Program	
		EORLA Policies and Procedures	
		NCCLS or CLSI Documents	
		Point of Care (POC) Training Records	
		OLA Standards	
		LIS Client Requests/Validation Documents	
		PHL,HICL,GDML and TOH Documents	
		Instrumentation Manuals	
	<b>Outpatient Clinics</b>	Pre-Op policy & procedure manual	
		Pre-op Patient resource materials & information	
	<b>Telemedicine</b>	Policy and Procedure Manual & Clinical Protocols	
		Vendor warranty information	
		Technical Service Level Agreement	
		Regional clinical meeting agendas, minutes, &	
		Resource material for patients	

Admitting/Registration:	
	Outpatient Forms
	Admission Forms
	Veterans Affairs Billing Forms
	Consult Forms
	Hospital applications Forms
	Shift Change Forms
	Blank Ledgers
	Blank ER Registration Sheets
	National Defense Forms
	Consent Forms
	Volunteer Applications
	Board Applications
	Simi Private Notifications Forms
	Final Diagnosis Form
	ALC/Chronic Statements
	Receipt Book Sheets
	Quebec Claim Form
	Non Resident Billing Forms
	Non Resident Billing Form
	Stock Order Forms
	Valuable Envelopes
	Physician Mail Folders
	MOH Ohip # Information/Locations and Centers
	Statements-
	WSIB Accts Receivable
	Petty Cash
	Physician Payment / Amb Binder
	Reg/Debit Machine Reg/Outpatient
	Discharge Order Form ACU/CCU/LTC
	Debit Receipts
	Blue Cross Forms
	WHIMS Binder
	SFMH Disaster Manual
	Anzer Manual
	Office Forms
	Monthly Calendar
	Petty Cash Register
	Ambulance Reports
	Faxes
	Communication Log
	Ledgers
	Registers
	Deposits
	Ambulatory Care Calendar Template
	Admitting Policy and Procedure
	Templates
	Scoop Binder
	Memos
	Anzer Accts
	Privacy Program Manual
	Departmental Communication Binder

