

DIRECTORY OF RECORDS

EFFECTIVE JANUARY 1, 2015

GENERAL RECORD TYPE	DESCRIPTION
Accreditation Records	Accreditation Survey Results
Audited Financial Statements	Audited Financial Statements
Bank Account Reconciliation & Statements	Bank Reconciliation/Statements
Benefits Records	Benefit Billings Benefit Reference Materials including Historical Documents Employee Benefit Billings Employee Benefit Files Hospitals of Ontario Pension Plan (HOOPP) Manulife Insurance Contract Part-Time HOOPP Eligibility Restructuring - Staffing Data SSQ - Paid Up Life Insurance Policies SSQ & Manulife Benefit Billing SSQ Financial Group - Group Insurance Policy
Budget Planning Records	Departmental Budget Files and Financial Information Hospital Budget
Bylaws & Special Resolutions	Administrative Bylaws Medical Staff Bylaws
Capital Project Procurement	Major Capital Equipment Purchased
Charitable Donations	Healing Garden Brick Orders
Contracts & Agreements	Contract Negotiations Back-up Material Contracts and Agreements HAPS and HSAA funding documentation Insurance Policies Leases Meals On Wheels Correspondance Vendor Correspondence
Documents of Incorporation	Record of Members of the Corporation Supplementary Letters Patent
Education Records	Board Education Schedule General Orientation Files Nursing Learning Packages, Tools, & Manuals Patient Education Handouts Staff Education Records Trustee Orientation Manual
Employee Health Records	Employee/Physician Occupational Health Files Long Term Disability Files WSIB Occupational Health Files
Equipment & Facilities Management	Blue Prints Building Inspection, Security, and Safety Files Building Project Files Ceiling Lift Inspections Chemical Integrity Check Equipment Service Record Fire Inspections Inspection Reports Internal Equipment Maintenance Key Wizard Maintenance Log Sheets Monthly Preventative Work Orders Outside Services Equipment Maintenance Shaver Hospital Facility Review
Executive Correspondence	Executive Correspondence
Financial Records Relating to MoHLTC	Financial Statistics Physician HOCC Payment Records
Financial Records Relating to Patient Care	Accounts Receivable Billings / Payments
Financial Records Relating to Personnel & Payroll	Advances Issued to Shaver employees 1994 Annual Returns for WSIB/EHT/HOOPP Backing Sheet & Receiver General Canada Savings Bonds CPP exemptions Garnishees Increase Biweekly Hours to 75 Manual Cheques Maternity/Parental Top-ups Parking Deduction Authorization Payroll / Time Sheets

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Financial Records Relating to Personnel & Payroll	Payroll Advice Forms (PAF) Payroll Verification Reports Reconciliation of Payroll Accounts Record of Employment (ROE) Replenish Stat Banks T4s Uniform & Shoe Allowance United Way Campaign Deduction Authorization Void Cheques
General Ledger Entries	Journal Entries (Financial & Statistical)
ICT Records	Details of Ongoing ICT Projects Resolution of User Issues with Hardware and Software
Infection Control Records	Audits and Checklists Infection Control Audits Infection Control Line Listing Outbreak Files Therapeutic Surface Rental Information
Legal Files	FOI Requests Legal Files Litigation and Potential Litigation Files
Medical Staff Correspondence	Medical Staff Correspondence & Memos
Minutes - Board & Standing Committees of the Board	Board of Trustee Meetings Meetings of Standing Committees & Sub Committees of the Board of Trustees
Minutes - Committees Relating to Patient Care	Health Records, Quality of Care & Risk Management Committee Meetings Infection & Prevention Control Committee Meetings Medication Management Committee Meetings Nursing Professional Practice Council / Nursing Professional Development Council Meetings Pharmacy & Therapeutics Committee Meetings Research Ethics Board Meetings Utilization Committee Meetings Wound & Skin Committee Meetings
Minutes - General Operations	All Staff Meetings Complex Care Team Meetings COPPS Implementation Meetings Cost Savings / Revenue Generating Committee Meetings Credentials Committee Meetings Department Managers Meetings Departmental Staff Meetings Fiscal Advisory Committee Agendas and Minutes of Meetings (FAC) FOI & Privacy Implementation Committee Meetings Go Green Committee Meetings LiMe Implementation Meetings Medical Advisory Committee (MAC) Meetings Medical Staff Association (MSA) Meetings Senior Management Committee (SMC) Meetings Unit Council Meetings
Occupational Health & Safety Records	Departmental and Eyewash Safety Inspections Joint Health & Safety Committee Meetings Material Safety Data Sheets (MSDS) Radiation Exposure Report Safety Group
Organizational Performance Management & Strategic Planning	Annual Corporate Requirements Submissions Balanced Scorecard Board Meeting Monitoring Form Corporate Request Files Employee Surveys Hospital Annual Report OHA Surveys Patient Declaration of Values Strategic Plans Trustee Annual Conflict of Interest Resolution
Patient Health Records	Audiology/Dispensary Clients Destruction of Health Records - Log and Certificates Health Records - Patient Files Meals On Wheels Menu (Inpatient) Special Access Program (SAP) and Investigational Drugs - Dispensing Part Target Discharge Dates X-Rays

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GENERAL RECORD TYPE	DESCRIPTION
Patient Relations	Patient Relations, Concerns and Complaints
Personnel Files	CEO Personnel Files Employee Personnel Files Employee Personnel Files (Departmental) Identification Badge Records Lanier Dictation System Number Assignment Package and Tracking Medical Staff Personnel Files Severance/Termination Files Trustee Personnel Files
Pharmacy Records	Compounding Records - Inpatient In-Patient Dispensing Records - Chart Orders with Pharmacists's notations Narcotics and Controlled Drugs Distribution & Reconciliation Pass Meds or Leave of Absence Meds Ward Stock Dispensing Records - Acudose & Night Carts
Policies & Procedures	Attendance Management Program Corporate Policies & Procedures Departmental Policy & Procedure Manuals FIPPA Implementation Information Hospital Fire Plan Human Resources Policy & Procedure Manual (Volume 2) Pandemic Planning Policy and Procedure Manuals
Procurement Records	Purchase Orders, Requisitions, and Packing Slips Request for Proposals (RFP) Vendor Files
Public Health Records	Food Recalls Public Health Inspections
Public Relations Records	Hotel Dieu Shaver in the News Media Releases Organizational Photos, Videos, and Consent Forms
Quality Improvement & Risk Management Records	ALC Long Wait Cases Survey Data Diabetic Diet Project Inpatient Falls & Med Errors Per 1000 Days Patient & Visitor Incident Reports Patient Safety Culture Survey Quality Improvement Plan Quality/Patient Safety Plan Risk Management Plan
Records Supporting GST/HST Rebate or Refund	Cash Register Receipts HST files
Recruitment & Retention Records	Competition Packages Confidential Exit Interview Tracking Interview Tools Job Description Manuals - Volumes 1 & 2 Job Postings Recruitment Advertising
Research Records	Research Study Protocols & Consent Forms
Revenue Files	Dispensary Revenue Reports Network Niagara Revenue Reports Revenue Files
Satisfaction Surveys	Patient Satisfaction Survey
Staff Schedules	Completed Work Schedules and Assignment Sheets Medical Staff On-Call Schedules and Payment Records for On-Call / Admissions
Student & Volunteer Records	Student Affiliation Agreements Take Our Kids to Work Day Volunteer Files
Union & Labour Relations Records	Collective Agreements Compensation - Salary Manual SEIU, ONA & OPSEU Interpretation Manuals Union Grievance Files Union Labour Relations Meetings Union Leave Billing Union Memorandums of Agreement Union Negotiation Files