



## GRH DIRECTORY OF RECORDS (DOR)

### FUNCTION RECORDS

#### ADMINISTRATION

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

- Confidentiality Agreements
- Contact Information – Staff
- Executive/General Correspondence
- Government Reporting
- Hospital Project Management Documents
- Leadership Committees Records
- Legislation
- Memos
- Ministry of Labour Inspections
- Minutes – Committees
- Minutes – General
- Organizational Charts
- Other Hospitals
- Policies, Procedures and Guidelines
- Privacy and Access Documentation – Including Privacy Impact Assessments and DSA
- Process Flow Maps
- Program & Service Development Reports
- Regulatory Associations
- Requests under *Freedom of Information and Protection of Privacy Act (FIPPA)*
- Requests under *Personal Health Information Protection Act (PHIPA)*

### FUNCTION RECORDS

#### 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.

- Accessibility Requirements Evaluations
- Architects/Consultants Recommendations
- Building Inspections
- Building Permits
- Capital Planning Documents
- Contract Change Orders
- Deeds
- Drawings and Blueprints
- Elevator Service Records



- Environmental Monitoring
- Equipment Monitoring
- Equipment Requests
- Fire Safety Tests and Inspections
- Housekeeping Records
- Laundry Records
- Leases
- Off-site Storage Records
- Operating and Maintenance Manuals
- Parking Services
- Property Surveys and Usage Reports
- Security Access
- Security Card Accesses
- Security Investigation Notebooks
- Security Two-way Communications Recording
- Security Video Recordings
- Service Records
- Space Planning Documents
- Waste Management Audits Reports
- Waste Removal Records

FUNCTION	RECORDS
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<b>COMMUNICATIONS</b>	
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This covers records related to providing general information about the hospital, responding to media, and communicating corporate information to stakeholder groups.

- Briefing Notes
- Email
- Hospital Presentations
- Internal and External Marketing Documents
- Media Releases
- Photographs
- Public Education Campaigns
- Website

FUNCTION	RECORDS
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<b>FINANCIAL MANAGEMENT</b>	
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This covers records related to the administration of hospital finances.

- Accounting Records
- Accounts Payable Records

Accounts Receivable Records  
 Banking Records  
 Budgets  
 Budget Variance Reports  
 Cash Receipts  
 Certificate of Payment  
 Employee Reimbursements  
 Financial Statements  
 General Expenses  
 Grant Accounts  
 Invoicing  
 Not for Profit Tax Returns  
 Out of Province Billing Records  
 Patient Accounts  
 Pension Accounting  
 Reconciliation Documents  
 Revenue Canada Records  
 Sponsorship Agreements

**FUNCTION RECORDS**

**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 Credentials  
 Board of Directors Membership  
 Board Policies, Procedures and Guidelines  
 By-laws  
 Committees of the Board  
 Corporation  
 Declaration of Confidentiality  
 Documents of Incorporation  
 Government Funding  
 Minutes of the Board  
 Notices under the *Corporations Information Act*  
 Project Management  
 Promotional Materials  
 Reports – Committees  
 Strategic Plans (i.e. Quality Improvement Plan, Capital Plan)

Subcommittees of the Board

**FUNCTION RECORDS**

**HEALTH CARE**

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

- Cancer Call Centre Documentation
- Care Plans
- Clinical Trials
- Committees Related to Patient Care
- Community Care Access Centre Documents
- Coroner Reviews
- Diagnostic Images
- Drug Funding Program
- Drug Reconciliations
- Drug Studies
- Drug Utilization Records
- Health Records
- Inpatient & Outpatient Dispensing Records
- In-service Education Records
- Laboratory Services Reports and Documents
- Local Health Integration Network Documentation
- Narcotic and Controlled Substance Inventory Records
- Non-licensed Drugs in Canada Records
- Ontario Health Insurance Plan Records
- Patient Education & Teaching Materials
- Personal Health Information
- Physician Orders
- Program Registers
- Public Health – Vaccine Distribution
- Records of Patient Referrals
- Referrals
- Retail Pharmacy Records
- Shift Reports

**FUNCTION RECORDS**

**HUMAN RESOURCES**

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.

- Assignment Sheets
- Attendance Tracking
- Benefits

Collective Agreements  
 Compensation  
 Credentialing and Appointments  
 Emergency and Family Leave Records  
 Employee Assistance Programs  
 Employee Information Bank  
 Employee Relations  
 Employment Records – General  
 Ethics Consultations  
 Grievances and Appeals  
 Interview Assessments  
 Job Descriptions and Classifications  
 Labour Agreements  
 Licensing and Certifications  
 Material Safety Data Sheets  
 Occupational Health, Safety and Wellness – Employees  
 Payroll  
 Pension Administration  
 Performance Reviews  
 Professional Development  
 Resumes  
 Seniority Reports  
 Staffing/Work Flow Models  
 Staffing Call Centre Assignment Sheets and Reports  
 Time Sheets and Scheduling  
 Vacation Requests  
 Volunteer and/or Student Records  
 WSIB Records

**FUNCTION 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  
 Database Administration and Access  
 Hardware & Software Applications  
 Health Records Administration  
 Statistical Reports  
 System Accesses

**FUNCTION RECORDS**

**PURCHASING**

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

- Agreements
- Bids/Proposals
- Request for Proposal/Information/Quotation/Tender
- Requisitions/Purchase Orders
- Sponsorship Agreements
- Supplier/Vendor Information
- Vendor Selection
- Vendor/Third Party Contracts

**FUNCTION RECORDS**

**QUALITY MANAGEMENT**

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.

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

**FUNCTION RECORDS**

**RISK MANAGEMENT**

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

- Audit Surveys
- Audits
- Chemical Inventory Records
- Designated Substances Exposure Records
- Disaster Plan
- Incident Reporting
- Instrument Maintenance, Repair, Testing and Calibration Records
- Insurance Policies
- Internal and External Communications
- Internal and External Complaints, Concerns and Compliments
- Legal Advice/Opinion
- Legal Proceedings
- Manufacturer Recalls
- Emergency Code Checklists
- Security Register (Patient Valuables)