

Directory of Records and Personal Information Bank

The *Directory of Records* provides information about the general types of records held at the Norfolk General Hospital. It is updated on an annual basis.

Personal Information Bank (PIB): Ontario’s Freedom of Information and Protection of Privacy Act (s. 45) requires the hospital to make available to the public an index of the personal information banks it maintains. A personal information bank is personal information under the control of the institution that is organized or intended to be retrieved by an individual’s name or other personal identifier. The index of personal information banks will be updated as necessary.

Record Category	Personal Information	Record Format	Custodian	Legal Authority
CORPORATE				
Management/Board/Operational Policies & Procedures	N	Electronic/Hard Copy	Executive Assistant	Corporations Act/NGH Practice
Agreements/Contracts	N	Hard Copy	Executive Assistant	Record Retention (Non Clinical) Policy.
Corporate Records	N	Hard Copy	Executive Assistant	Corporations Act
Administrative Bylaws	N	Electronic	President & CEO	Corporations Act
Medical Staff Bylaws	N	Electronic	Chief of Staff	Public Hospitals Act
Correspondence	Y	Hard Copy	Executive Assistant	NGH Practice
Board of Directors Minutes	N	Hard Copy/Electronic	Executive Assistant	Corporations Act
Executive Committee of the Board of Directors Minutes	N	Hard Copy	President & CEO	Corporations Act
Standing Committees of the Board of Directors Minutes	N	Hard Copy	Executive Assistant	Record Retention (Non Clinical) Policy
Annual Reports	N	Hard Copy/Electronic	Executive Assistant	
Medical Staff Credential Files	Y	Hard Copy/Electronic	Executive Assistant	Public Hospitals Act, ECFAA QCIPA/PHIPA
Medical Advisory Committee Minutes	N	Hard Copy	Executive Assistant	Record Retention (Non Clinical) Policy
Medical Advisory Committee Subcommittee Minutes	N	Hard Copy	Secretary of Subcommittee	Record Retention (Non Clinical) Policy
Management Forum Minutes	N	Electronic	Executive Assistant	Record Retention (Non Clinical) Policy
Completed Capital Projects	N	Hard Copy	Director, Building Services	Record Retention (Non Clinical) Policy
Strategic Plan	N	Hard Copy	President & CEO	NGH Practice

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Master Plan	N	Hard Copy	President & CEO	NGH Practice
Accessibility Plan	N	Hard Copy	President & CEO	Accessibility for Ontarians with Disabilities Act (AODA)
Patient Safety Report	N	Electronic/Hard	Director of Quality	NGH Practice
Patient Satisfaction Report	N	Electronic/Hard	Director of Quality	NGH Practice
Accreditation Recommendations	N	Electronic/Hard	Director of Quality	NGH Practice
Nursing Practice Minutes	N	Electronic/Hard	Director of Quality	Record Retention (Non Clinical) Policy
Clinical Policies and Procedures	N	Electronic/Hard	Assistant to VP Patient Care Services	NGH Practice
Medical Quality Assurance Minutes	N	Electronic/Hard	Director of Quality	Record Retention (Non Clinical) Policy
Pandemic Plan	N	Electronic/Hard	Pandemic Team Leader	NGH Practice
Waste Manifests	N	Hard Copy	Housekeeping Director	Transportation of Dangerous Goods
Housekeeping Audits	N	Hard Copy	Housekeeping Director	NGH Practice
Infection Control P & P Manual	N	Electronic & Hard Copy	Infection Control Director/PCP Admin Assist.	NGH Practice
Infection Control Meeting Minutes/Agendas/Documentation	N	Electronic	Infection Control Director	Record Retention (Non Clinical) Policy
Infection Control Rates (MRSA; VRE; ESBL; C. diff; Hand Hygiene; SSI)	N	Electronic	Infection Control Director	Health Protection & Promotion Act, Public Hospitals Act
ICU Committee Minutes	N	electronic and hard copy	Director of Intensive Care	Record Retention (Non Clinical) Policy
General Practice Committee Minutes	N	electronic and hard copy	Director of Medicine	Record Retention (Non Clinical) Policy
Patient Care Portfolio Minutes	Y	Electronic and Hard Copy	Administrative Assistant Patient Care	Record Retention (Non Clinical) Policy
Patient Safety Team Minutes	Y	Electronic and Hard Copy	Administrative Assistant Patient Care	Record Retention (Non Clinical) Policy
Ethics Committee Minutes	Y	Electronic and Hard Copy	Administrative Assistant Patient Care	Record Retention (Non Clinical) Policy
ED Committee Minutes	N	Electronic/Hard Copy	Clinical Director ED/RT	Record Retention (Non Clinical)

Record Category	Personal Information	Record Format	Custodian	Legal Authority
				Policy
Information Technology Service Level Agreements	N	Hard Copy	Director of IT	NGH Practice
Information Technology User Access Request Forms	Y	Hard Copy	Director of IT, Director of Human Resources	NGH Practice
Information Technology Audit and Back-up System Logs	Y	Electronic	Director of IT	NGH Practice
Health Records Committee Minutes	N	Electronic/Hard Copy	Director of Health Information Services	Non clinical record retention policy.
Security Reports	Y	Hard Copy	Director-Plant Op	Norfolk General Hospital Practice
Security Incident Reports	Y	Hard Copy	Director-Plant Op	Norfolk General Hospital Practice
Engineering Diaries	N	Hard Copy	Director-Plant Op	TSSA
Maintenance Requisitions	N	Hard Copy	Director-Plant Op	Norfolk General Hospital Practice
Equipment Files	N	Hard Copy	Director-Plant Op	CSA
Fire System Tests	N	Hard Copy	Director-Plant Op	Fire Code
Disaster Plans	N	Hard Copy & Intranet	Director-Plant Op/Occ Health	CSA & Occ Health & Safety Act
Project Files	N	Hard Copy	Director-Plant Op	Norfolk General Hospital Practice
System Maintenance & Testing	N	Hard Copy	Director-Plant Op	CSA & Other Applicable Standards
Med Gas Verification & Testing	N	Hard Copy	Director-Plant Op	CSA
Video Security Tapes	Y	Electronic	Director-Plant Op	Norfolk General Hospital Practice
Blueprints, Specifications & Drawings	N	Electronic & Hard Copy	Director-Plant Op	Norfolk General Hospital Practice
FINANCE				
Aging Analysis	N	Hard Copy	Director, Finance	Income Tax Act
Income Statement	N	Hard Copy	Director, Finance	Income Tax Act
Budget	N	Hard Copy	Director, Finance	Income Tax Act
Annual Financial Statements	N	Hard Copy	Director, Finance	Income Tax Act
General Journal and supporting documents	N	Hard Copy	Director, Finance	Income Tax Act
General Ledger	N	Hard Copy	Director, Finance	Income Tax Act

Record Category	Personal Information	Record Format	Custodian	Legal Authority
Source Documents (i.e. records integral to the creation of financial statements and tax returns)	N	Hard Copy	Director, Finance	Income Tax Act
Bank Reconciliations	N	Hard Copy	Director, Finance	Income Tax Act
Bank Statements	N	Hard Copy	Director, Finance	Income Tax Act
Cancelled Cheques	N	Hard Copy	Director, Finance	Income Tax Act
Cheque Register	N	Hard Copy	Director, Finance	Income Tax Act
Donation Records	Y	Hard Copy	Director, Finance	Income Tax Act
Payroll Register	Y	Electronic Copy	Director, Finance	Income Tax Act
T4/T4A Reports and Canada Pension Plan Contributions	Y	Electronic Copy	Director, Finance	Income Tax Act
Time Sheets	Y	Electronic Copy	Department Director	Income Tax Act
Deduction Register	Y	Electronic Copy	Director, Finance	Income Tax Act
Employees' Earning Record cards	Y	Electronic Copy	Director, Finance	Income Tax Act
Annual Returns	N	Hard Copy	Director, Finance	Income Tax Act
Payroll Deduction Authorization Forms	Y	Hard Copy	Director, Finance Director Human Resources	Income Tax Act
Payroll Journal Sheets	Y	Electronic Copy	Director, Finance	Income Tax Act
EI Records	Y	Hard Copy	Director, Finance	Income Tax Act
Union Dues Deduction Sheets	Y	Electronic Copy	Director, Finance	Income Tax Act
HOOPP Records Individual Contributions	Y	Electronic Copy	Director, Finance	Income Tax Act
EHT Records/Billing Forms	N	Electronic Copy	Director, Finance	Income Tax Act
WSIB Forms	Y	Hard Copy	Director, Finance	NGH Practice
Bond Forms	Y	Hard Copy	Director, Finance	NGH Practice
Reconciliation for drug and dental	N	Hard Copy	Director, Finance	NGH Practice
Patient Ledger	Y	Electronic Copy	Director, Finance	Income Tax Act
Bank Deposits	N	Hard Copy	Director, Finance	Income Tax Act
Cash Receipts	Y	Electronic Copy	Director, Finance	Income Tax Act
Customer Invoices	Y	Electronic Copy	Director, Finance	Income Tax Act

Record Category	Personal Information	Record Format	Custodian	Legal Authority
Other Billing Invoices	N	Electronic/Hard Copy	Director, Finance	Income Tax Act
Accounts Receivable Revenue Reports and Worksheets	N	Hard Copy	Director, Finance	Income Tax Act
Vendor Invoices	N	Hard Copy	Director, Finance	NGH Practice
Vendor Payments	N	Electronic Copy	Director, Finance	NGH Practice
Expense Claims/Payments	Y	Hard/Electronic Copy	Director, Finance	NGH Practice
Physician Payments	Y	Electronic Copy	Director, Finance	NGH Practice
Internal Analysis Documents	N	Electronic Copy	Director, Finance	NGH Practice
Publicly Reported Documents	N	Electronic Copy	Director, Finance	NGH Practice
Performance Indicators	N	Electronic Copy	Director, Finance	NGH Practice
Purchasing and Receiving Documents	N	Electronic/Hard	Director of Purchasing	Broader Public Sector Accountability
Cash Register Tapes	N	Hard Copy	Director of Nutrition & Food Services	Income Tax Act
Pricing Agreements	N	Hard Copy	Director of Nutrition & Food Services, Director of Pharmacy	Broader Public Sector Accountability
HUMAN RESOURCES				
Employment Files and Records	Y	Hard Copy	Director of Human Resources	Employment Standards Act s. 15(5) Human Resources Policy 111-A-55 Personnel files
Litigation Files	Y	Hard copy	Director of Human Resources	NGH Practice
Human Resources Strategic Plan	N	Electronic	Director of Human Resources	NGH Practice
Labour Relations Records	Y	Electronic/Hard Copy	Director of Human Resources	NGH Practice
Recruitment	Y	Hard Copy	Director of Human Resources	NGH Practice, Human Rights Commission recommendation
Student Records	Y	Electronic/Hard Copy	Director of Human	

Record Category	Personal Information	Record Format	Custodian	Legal Authority
			Resources	
Staff Schedules and/or Sign-in Sheets	Y	Electronic/Hard Copy	Department Directors	Income Tax Act / Employment Standards Act
Employer's Report of Injury/ Disease (Form 7)	Y	Hard Copy/Electronic	Manager of Occupational Health & Safety	Workplace Safety and Insurance Act s. 80
WSIB Invoices	Y	Hard Copy	Manager of Occupational Health & Safety	NGH Practice
Designated Substance Exposure Records	Y	Hard Copy	Manager of Occupational Health & Safety	Limitations Act s. 4 and s. 15 Ministry of Labour
Occupational Health and Safety Records	Y	Hard Copy	Manager of Occupational Health & Safety	Limitations Act s. 4 and s. 15 and OHA recommendation
Minutes of Joint Health and Safety Committee	N	Hard Copy/Electronic	Manager of Occupational Health & Safety	Limitations Act s. 4 and s. 15
Material Safety Data Sheet	N	Electronic	Manager of Occupational Health & Safety	Limitations Act s. 4 and s. 15
Staff Incident Reports	Y	Electronic	Manager of Occupational Health and Safety	Workplace Safety and Insurance Act
Staff flu shot records	Y	Hard Copy	Manager of Occupational Health and Safety	NGH Practice
Nitrous Oxide Air Quality Testing Reports	Y	Hard Copy	Manager of Occupational Health and Safety	NGH Practice
Notice of accidents and records relating to confined spaces,	Y	Hard Copy	Manager of Occupational Health	Health Care and Residential Facilities Regulation, s.4

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lifting or self-propelled mobile equipment, autoclave/sterilization machinery and lifting equipment			and Safety	(Regulation 67/93 under the Occupational Health and Safety Act)
Attendance Management Statistics	Y	Hard Copy/Electronic	Manager of Occupational Health and Safety	NGH Practice
N95 Fit Testing	Y	Hard Copy	Manager of Occupational Health and Safety	
Volunteer Records	Y	Hard Copy/Electronic	Director of Volunteers	NGH Practice
PATIENT CARE RECORDS				
Narcotic Administration Record	Y	Hard Copy	Director of Pharmacy	Federal Narcotic Control Act
Pass Medication Prescription	Y	Hard Copy	Director of Pharmacy	Ontario College of Pharmacists and Director of Pharmacy
In - Patient Profiles	Y	Hard Copy	Director of Pharmacy	NGH Practice, PHIPA
Patient Records - Inpatient/Outpatient/ Emergency/ Medical Daycare/Surgical Daycare	Y	Electronic/Hard Copy	Director of Health Information Services	Public Hospitals Act Reg 965- adult inpatient, clause 20(3)(a), adult out-patient, clause 20(3)(b), patient less than 18 years of age, clause 20(3)(c) and (d) (inpatient and outpatient), PHIPA
Master Patient Index	Y	Electronic	Director of Health Information Services	Public Hospitals Act, PHIPA
Daily Inpatient Census	Y	Electronic/Hard Copy	Director of Health Information Services	Regulation 965 of the Public Hospitals Act does not expressly require the retention of the inpatient census for a specified period. Some records may be of enduring value. PHIPA
Nutrition Records	Y	Hard Copy	Director of Nutrition & Food Services	Public Hospitals Act, PHIPA
Diagnostic Imaging Records	Y	Electronic/Hard Copy	Director of Diagnostic Imaging	Public Hospitals Act, PHIPA