

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 2022	Last Revised Date: June 2022
	Reviewed Date(s): June 2018, June 2019, June 2020, June 2021	Revised Date(s): June 2018, June 2019, June 2020, June 2021

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 Health (MOH), 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 MOH any other information or report relating 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 MOH 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 MOH.

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 MOH, 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)

[Advanced Life Support Patient Care Standards Version 4.9](#)

Emergency Health Services Branch Ministry of Health, February 1, 2022