

<b>Policy:</b>	Reporting Requirements to Senior Field Manager	
<b>Policy Owner:</b>	Regional Medical Director, Regional Program Manager	
<b>Department:</b>	Southwest Ontario Regional Base Hospital Program	
<b>Approval By:</b>	Director, Emergency Services & Base Hospital	<b>Approval Date:</b> June 2018

<b>Original Effective Date:</b> June 2018	<b>Last Review Date:</b> June 2021	<b>Last Revised Date:</b> June 2021
	<b>Reviewed Date(s):</b> June 2018, June 2019, June 2020	<b>Revised Date(s):</b> June 2018, June 2019, June 2020

## 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](http://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 4.8](#)

Emergency Health Services Branch Ministry of Health, November 23, 2020