

# Freedom of Information

## Records Inventory

Category	Description
Governance	Records relating to the Board of Directors, Board Standing Committees, the Corporation and Membership, Government Accountability and Reporting.
Senior Administration	Records relating to Affiliation and Partnership Agreements, International Outreach Program, Strategic Plan Implementation Committee, Evidence to Care Steering Committee, Centres for Leadership Steering Committee, Senior Management Team
Corporate Services	Records relating to Information Systems Steering Committee, Legal Matters, Insurance, Operating Plan
Finance	Records relating to Accounting, Accounts Payable, Accounts Receivable, Payroll, Banking & Fund Management, Audit
Communications & Public Affairs	Records relating to Events, International Projects, Policies & Procedures, Intranet site, website, virtual tour, BLOOM, Annual Report, Branding, Brochures, Communications & Public Affairs committees.
Health Data Resources	Records relating to Client Information, Access and Security, and HDR Administration
Information Systems	Records relating to Strategic Planning and Dept Records, Computer and Telecommunications Hardware, Software, System Access and Security, Systems Implementation & Management, Networks, Data Backup/Recovery and User Issues, Client Appointment Services/Registration/Interpreter Services
Clinical Technology	Records relating to Electronic Aids to Daily Living Service Finance and Administration, Orthotics and Prosthetics
Procurement	Records relating to Contracts & Pricing Agreements: Holland Bloorview, and Contracts & Pricing Agreements: Plexxus
Human Resources	Records relating to Employee Personnel Files and Job Evaluation Questionnaires
Volunteer Resources	Records relating to Volunteers and Standards of Practice, Reports, Statistics
Organization Development & Learning	Records relating to Education Statistics, Internal/External room booking, Educational Bursaries, Grants, Online learning reports, online registration reports
Occupational Health, Safety & Wellness	Occupational Safety Records, WSIB claim records, Occupational Health Records, Volunteer Health Assessments
Teaching & Learning	Records relating to Student Information
Medical Administration	Records relating to Medical Advisory Committee & reporting committees, Physician Credentialing and Medical Trainees
X-Ray	Records relating to X-Ray films and reports and Test Results under the <i>Healing Arts Radiation Protection Act</i>
Child Development Program	Records relating to Access to Care, Program Management, CD Team, Projects or Programs, Management & Program Committees
Participation & Inclusion	Records relating to Nursery Schools, Aquatic Facility, Program Management, Research Collaboration, Youth Advisory Council, BESTREC, Therapeutic Recreation and Life Skills, The Independence Program (T.I.P)
Rehabilitation & Complex Continuing Care	Records relating to Budget, Health Canada Alerts, Infection Control Minutes, Infection Control Outbreak Minutes, Infection Control Policies, Nursing Management, Policy, Education and

Category	Description
	Operations, Nursing Students, Pain Data, Upopolis and Wound Photographs
Dental Services	Records relating to Dental Chart Information, Northern Outreach Cleft Palate Program, Ontario Cleft Lip & Palate Program external cost predeterminations forms, explanation of benefits from insurance and Accerta statements, Dental team meetings, Dental Models/Impressions, Dental scheduling records
Quality & Organizational Effectiveness	Records relating to Medication Reconciliation (Inpatient & Outpatient), Falls Risk Assessments, Quality & Risk Management Committee, Accreditation and Risk.
Family Resource Centre	Records relating to Accommodations, Request Tracking, BLOOM Circulation, Family Leadership Program, Issue Resolution & Compliments, Family Advisory Committee, Family Education registration
Centralized Equipment Pool	Records relating to Lease Agreements and Sales Agreements
Transportation	Records relating to Driver Training, Administration, Vehicle Records, General Archive Files
Pharmacy	Records relating to Pharmacy Management and Administration, Student Records, Purchasing Agreements/Contracts, Investigational/Special Access Drug Records, Subcommittee Minutes of the Medical Advisory Committee, Narcotic and Controlled Drug Records, Prescription/Dispensing Records
Bioethics Service	Records relating to Ethics Consults and Bioethics Forum and Ethics Spoke Committees
Research Institute	Records relating to Administration, Research Ethics Board, Grant Files and Intellectual Property & Commercialization

#### **Personal Information Banks**

A Personal Information Bank is a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier. The following is a list of Personal Information Banks at Holland Bloorview Kids Rehabilitation Hospital:

- Client Information, Access and Security including X-Ray films and reports, dental records, pharmacy records, orthotics and prosthetics records and wound photographs
- Board of Directors, Board Standing Committees, the Corporation and Membership
- Employee Personnel Files
- Electronic Aids to Daily Living Service Finance
- Volunteers and Volunteer Health Assessments
- Student Information
- Physician Credentialing and Medical Trainees
- Centralized Equipment Pool Lease and Sales Agreements
- BLOOM Circulation, Family Leadership Program, Issue Resolution & Compliments, Family Advisory Committee, Family Education registration
- Nursery Schools
- Youth Advisory Council
- Nursing Students
- Driver Training
- Occupational Health Records
- Pharmacy and Pharmacy Technician Student Records
- Prescription/Dispensing Records

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A teaching hospital fully affiliated with the University of Toronto

**Holland Bloorview**

Kids Rehabilitation Hospital