



GOVERNMENT OF BERMUDA
Ministry of Health and Seniors

In compliance with section 5(1) of the Public Access to Information Act, 2010

**Information Statements for the
Public Authority: Ministry Headquarters**

At November 1st 2016

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Notes: The Information Statement for the Headquarters authority is described by business unit (aka sections), the page numbers in the header are for the Authority in its entirety; the page numbers in the footer are for the business unit.



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
Public Authority: Ministry Headquarters

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Introduction to Your Rights under Public Access to Information

The following document is the Information Statement for the Ministry Headquarters Authority. Every public authority covered by the Public Access to Information Act has a legal duty to maintain an information statement. *Please note that individual information statements were established for each section (aka business unit) under the Headquarters authority.* Accordingly, in many cases the reader is referred to the business unit's Information Statement for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority unless it is exempt. Several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. However, these exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [see sections 21 to 40, PATI Act]. In addition every person has a right to amend their personal information if it is incomplete, incorrect or misleading [s19, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key and Definitions

- Authority means the Ministry Headquarters

- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information
- Square brackets [], refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Insert structure of Authority (text, and figure if latter useful):

The following five sections comprise Headquarters (HQ):

- Permanent Secretary and administration
- Accounts and Administration
- Corporate Services Unit
- Ageing and Disability Services (ADS) (prior to 2016 called the National Office for Seniors and Physically Challenged (NOSPC))
- Office of the Chief Medical Officer (OCMO) (transferred to headquarters, April 1st 2013)

The four sections: Accounts, Corporate Services, Ageing and Disability Services and the Office of the Chief Medical Officer, report to the Permanent Secretary.

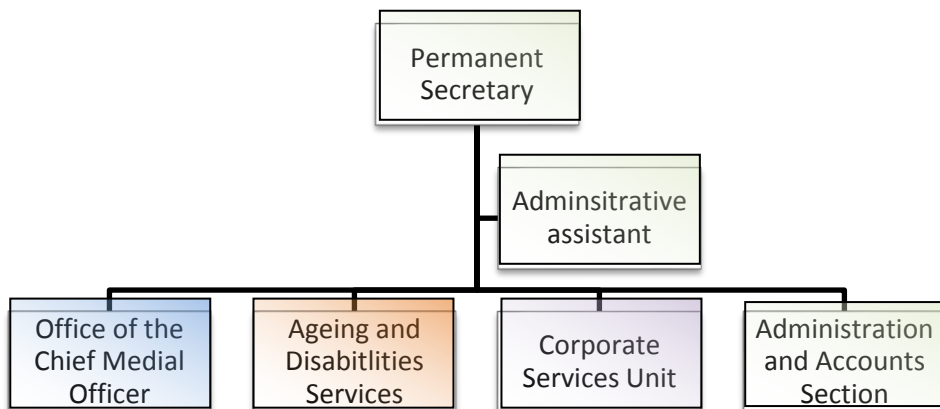


Figure: The organizational chart of Ministry Headquarters (Note the structure indicates reporting hierarchy, whereas the colour indicates budget heads).

Insert Governing Legislation:

The Bermuda Constitution Order, 1968
 The Public Health Act, 1949

Other governing legislation outlines the role of the Minister and its Officers with regards the following entities:

- Bermuda Hospitals Board Act 1970
- Health Insurance Act 1970
- Bermuda Health Council Act 2004
- various other legislation (see section B1)
- various international conventions and treaties (see section B1)

Section B1: Legislated functions, powers, duties of the Authority [s5(1)b]

Insert power, duties and function of the authority (cite Act or Policy):

1. Legislated Functions of Ministry Headquarters (HQ)

Mission: *To serve as the policy directorate for the Bermuda Health System.*

Ministry headquarters is charged with providing central policy direction, management and coordination of its departments and the services operated by the Ministry. The Minister provides policy direction to the Bermuda Hospitals Board (BHB) and the Bermuda Health Council (BHeC). These two Quangos, being statutory bodies appointed by the Minister, report to the Minister through the Permanent Secretary. The estimated 2015/16 expenditure for HQ is \$13.34 million representing 7% of the Ministry’s budget.

The Ministry is comprised of three departments: Ministry Headquarters, the Department of Health and the Health Insurance Department. Each department head reports directly to the Permanent Secretary. The Ministry, and entities under the direction of the Ministry, provides a large range of services either directly, or through partnerships with community agencies, to ensure positive health outcomes for the island’s residents. In addition, the Ministry is responsible for upholding the Government’s commitment to international treaties and conventions relevant to health, and international reporting requirements.

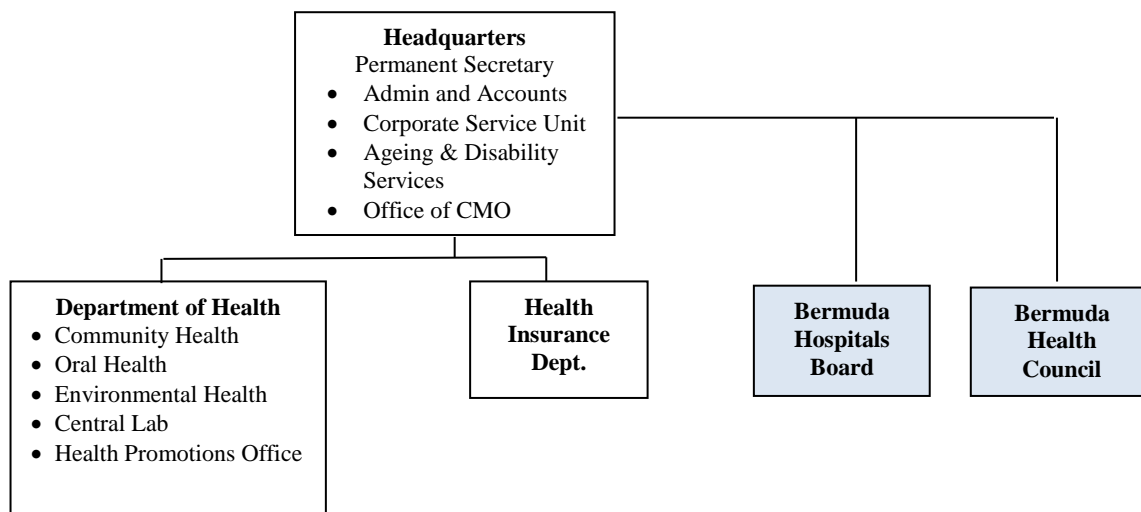


Figure: The functional organization of the Ministry (blue shading indicates QUANGO)

The mission for the Ministry is to “promote and protect the physical, mental and social well-being of the community, and ensure that individuals and groups have access to appropriate services and support necessary to maintain or attain optimal physical, mental or social well-being”. This is achieved through ensuring the following outcomes:

- The population of Bermuda has a healthcare system which is accessible, affordable and effective.
- The population of Bermuda is protected from public health threats and has information to allow them to lead healthy lives.
- Bermudians have access to affordable health insurance.
- Residents of Bermuda have access to hospitals which provide affordable, safe and effective care.

Ministry initiatives are prioritized in the Ministry's strategic plan and progress is monitored through various accountability mechanisms. In 2016 the Ministry launched the Bermuda Health Strategy 2014-2019: *Priorities for Bermuda's Health System Reform* (January 2016). Its objective is to improve the quality, accessibility and affordability of the health system. The Strategy is to be accompanied by Action Plans to operationalize specific goals and initiatives. To date the *Bermuda Health Action Plan 2014-2019* has been published and is being implemented.

2. Legislated Powers and Duties of Ministry Headquarters (HQ)

The powers and duties of the Ministry are outlined in the following legislative instruments:

Legislative Instrument	Relevance to Ministry of Health*
<i>Under the legislated responsibility of the Ministry of Health</i>	
Allied Health Professions Act, 1973 (previously titled: The Professions Supplementary to Medicine Act)	Regulates 9 healthcare professions: Addiction Counsellors, Chiropodists, Dieticians, Diagnostic Imaging Technologists, Emergency Medical Technicians, Medical Laboratory Technologists, Occupational Therapists, Physiotherapists, Speech and Language Pathologists.
Bermuda Health Council Act 2004	BHeC established to monitor the health sector (professionals, businesses & services); and regulate health insurance providers.
Bermuda Hospitals Board Act 1970	Establishes the Board to operate the two hospitals. The role of the Minister is to provide policy oversight.
Dental Practitioners Act, 1950	Regulates Dentists, Dental Hygienists, Dental assistants and Dental technicians.
Fumigation (Control) Act, 1945	Controls Fumigating substances by defining what they are and requiring a licence to perform fumigations and prescribing instructions on how to perform fumigations safely.
Health Insurance Act, 1970	The Act establishes the framework for compulsory and voluntary health insurance offered by licensed insurers and approved schemes. It also establishes the Health Insurance Committee to provide the Government's health insurance products (Health Insurance Plan, Mutual Reinsurance Fund, FutureCare and the Subsidies).
Human Tissue Act, 1967	Defines death and the use of the body for medical purposes (therapeutic, education or research).
Medical Practitioners Act, 1950	Regulates Physicians.
Mental Health Act, 1968	Concerns admissions to hospital for persons suffering a mental disorder and patients concerned with criminal proceedings. Establishes the Mental Health Review Tribunal to assess discharge.
Midwives Act, 1949	Regulates Midwives under the Medical Council.

Miscellaneous Taxes Act, 1976	With regards payroll taxes on Health professionals
Nursing Act 1997	Regulates Nurses.
Optometrists and Opticians Act 2008	Regulates Optometrists and Opticians.
Occupational Safety and Health Act 1982 (previously titled: Health and Safety at Work Act; (Nb. Health & Safety at Work (pressure systems) Regulations 1989 needs title updated)	Establishes the duties for employers and employees to ensure that workplaces and work practices in Bermuda are safe as far as reasonably practicable. Creates the Advisory Council for Safety and Health to advise the Minister on occupational safety matters and empowers the Minister to appoint inspectors.
Parking of Vehicles (Designated Areas) Act 1973	Relevant to parking at Ministry HQ and KEMH
Pembroke Parish Public Cemetery Act, 1907	CMO approval for purchasing land
Pharmacy & Poisons Act, 1979	Regulation of pharmacists; facilities and drugs
Psychological Practitioners Act 1998	Regulates Psychologists
Public Health Act, 1949	<p>Provides the Minister with responsibility for:-</p> <ul style="list-style-type: none"> -sanitation & water supply -prevention of public health nuisances (pollution) -offensive trades -communicable diseases -vaccination -burial and cremation of human remains and carcasses -general housing conditions (in conjunction with the Bermuda Housing Act 1980 and regulations) -production, preparation and sale of food -packaging and labelling of products other than food -hospitals, maternity homes, medical labs, rooming houses, laundries, slaughter houses, any place where food or drink is sold or prepared or stored for sale, day care centres for children or adults, kindergartens, beauty shops, barber shops, manicure parlours, mobile beauty shops, tattooing, electrolysis and body-piercing establishments, swimming baths, bathing beaches and places of public assembly, entertainment or resort. - In addition the Minister is given the legal powers to remedy unsatisfactory public health conditions and to license various categories of establishments and prescribe hygienic and safety standards for the above mentioned establishments - The Minister also has the power to establish clinics
Quarantine Act, 1946	To protect Bermuda from the international spread of disease by controlling ports, conveyances and commodities; the Minister is the quarantine authority, empowered to appoint quarantine officers, establish quarantine stations
Radiation Act, 1972	Protects the operators of radiation equipment and radioisotopes and the public from harmful levels of ionizing radiation, by licensing all sources of ionizing radiation and ensuring that the source, equipment,

	environment and handling practices are safe and satisfactory.
Residential Care Homes & Nursing Homes Act 1999	Requires registration of residential care and nursing homes, and establishes standards for such.
Senior Abuse Register Act 2008	To protect seniors from abuse and to establish a register of persons who have abused seniors by requiring mandatory reporting by professionals and others.
Summary Offences Act, 1926	Restrictions on making noise; Prohibits sale of tobacco to persons under 16;
Tobacco Control Act, 2015 [Replaces the Tobacco Products (Public Health) Act, 1987; and Tobacco Products (Public Health) Regulations, 1988]	Controls the sale, promotion, advertising of tobacco products and prohibits smoking in various places. The 2015 Act includes e-cigarettes and strengthens protections for minors.
<i>Non- Health Ministry legislation in which Ministry of Health Officers hold responsibilities</i>	
Children Act, 1998	Legislated responsibility of Ministry of Youth, Families and Sport Part IX- Day Care: establishes licensing and registration of Day Care Centres and home day care providers to be administered by the Chief Medical Officer and standards for day care centres. Operationalized by Env. Health
Education Act, 1996	Consultation with the Ministry of Health regarding drug testings.67 and s.73
Liquor License Act, 1974	Legislated responsibility of Ministry of Justice (NDC). Env. Health issues certain licenses. 1 st Schedule refers to Mental Health Act
Misuse of Drugs Act and Regulations 1972	Determines what are controlled drug and the licensing requirements for importation and distribution.
Police and Criminal Evidence Act, 2006 (previously the Evidence Act, 1905)	AKA PACE. Part VI: Treatment and collection of medical evidence from person detained by police. References the Mental Health Act. As pertains to the Criminal Code Act (see above).
Road Traffic Act, 1947	Regarding the collection and analysis of human samples by an analyst and medical practitioner [s 35C-35J]
<i>Legislation updated annually (1st April) by Ministry of Health</i>	
Annual Budget Legislation - The Bermuda Constitution Act [s96] - The Appropriation Act (annual not consolidated)	Heads as determined in the Appropriation Act.
Bermuda Hospitals Board (Hospital fees) Regulations	Negative Resolution
Bermuda Hospitals Board (Medical and Dental Charges) Order	Not subject to parliamentary scrutiny
Health Insurance (Standard Health Benefit) Regulations, 1971	re: Standard Premium Rate. Affirmative Resolution
Health Insurance (Future Care Plan) (premium) Order	Not subject to parliamentary scrutiny
Health Insurance (Health Insurance Plan) (premium) Order	Not subject to parliamentary scrutiny

Health Insurance (Mutual Reinsurance Fund) (Prescribed Sum) Order	Not subject to parliamentary scrutiny
Legislation of direct interest to Ministry of Health	
Bermuda Nursing Association Act 1957	No Ministerial responsibility. The NA may establish and operate nursing homes under the Residential Care Homes and Nursing Homes Act 1999; and establish and operate homes or nurseries for children.
Criminal Code Act 1907	Established that Sexual assault is committed if HIV, AIDS or Hep B sufferer does not inform partner before sex act; Abandonment of children under 2 is a felony;
Evidence Act, 1905 [Now called the Police and Criminal Evidence Act, 2006]	As pertains to the Criminal Code Act (see above)
Government Authorities (fees) Act 1971	Prescribes remuneration for members sitting on statutory bodies. See list of Ministry Boards, Annex E.
Government Fees Act 1965 Government Fees Regulations 1976	Prescribes fees payable to public authorities for listed functions. Includes fees In: Public Health Act, Registration of professionals, and this table. Updated every 2 years (last update April 2012)
Social Welfare Act, 1971	Interest only. Provides for the promotion and maintenance of social welfare for the people. Minister to advise and co-ordinate organizations and authorities, and may arrange for matters to be dealt with by Government or other organization.
Key Legislation for all Ministries	
The Constitution Order 1968	Sets out scenarios when the interests of public health supersede individual rights and freedoms
Contributory Pensions Act, 1970	Information only
Contributory Pensions and Workmen's Compensation (Reciprocal Agreement) Act, 1970	Information only
Interpretation Act 1951	Explains interpretation of terms used in Bermuda Legislation
*v3 Aug 2016 (updates v2, 2012)	
3. INTERNATIONAL COMMITMENTS	
<p>The Ministry is responsible for upholding the Government's commitment to the following international treaties and conventions, and international reporting requirements, including:</p> <ul style="list-style-type: none"> • International Health Regulations (IHR) and • International Narcotics Control Board (INCB) 	
INTERNATIONAL MEMBERSHIPS	
<ul style="list-style-type: none"> • Pan American Health Organization (PAHO) • World Health Organization (WHO) 	

- Caribbean Public Health Agency (CARPHA) (formerly Caribbean Epidemiology Centre (CAREC) plus other organizations)
- Caribbean Health Research Council (CHRC)
- Caribbean Community and Common Market (CARICOM)

Section B2: Obligations under PATI [s5(1)b]

(same for all public authorities)

Obligations of the Authority under PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate one of its offices** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

The services and programmes provided by Ministry Headquarters are listed by section. Please see the Information Statement of the relevant section for more information on these services:

Permanent Secretary and Administration

1. Strategic development of Ministry & Health Sector
2. Coordination of programmes
3. Policy development
4. Grant management
5. Cabinet paper writing
6. Direct service delivery

Corporate Services

1. Project management
2. Programme & policy development
3. Programme evaluation oversight
4. Research and analysis
5. Legislative review

<p>Accounts and Administration</p> <ol style="list-style-type: none"> 1. Budget preparation for Ministry 2. Payroll for Ministry employees 3. Cash processing 4. Payment of invoices 5. Ministry human resource management <p>Office of the Chief Medical Officer</p> <ol style="list-style-type: none"> 1. Regulation & Registration of profession and facilities 2. Drugs Control - import/ export licenses 3. Customs duty exemptions 4. Burials 5. LCCA 	<p>Ageing and Disability Services</p> <ol style="list-style-type: none"> 1. Advisory services and public education 2. Policy and programme development 3. Accessibility consultation 4. Case management, including assessment. 5. Regulatory functions: <ul style="list-style-type: none"> ▪ Rest-homes & Nursing-homes registration ▪ Senior abuse: Investigations & Registrar ▪ Home care provider registration 6. Oversight of the K Margaret Carter Centre <p>OCMO continued</p> <ol style="list-style-type: none"> 6. Epidemiology & Surveillance Unit 7. Consultative services national – incl: Staff Medical Board, GEHI, BHB, BHeC 8. Consultative international - for the World Health Organization
Section D: Records held [s5(1)d]	
<p><i>List and describe the classes of records held by the authority:</i></p> <p>The classes of records in respect of this public authority are listed below by section (business unit). Please see Section D of their information statements for the description, dates, and PATI status of each record.</p> <p>Office of the Permanent Secretary</p> <ul style="list-style-type: none"> • Correspondence to the Ministry (from national & international bodies etc) • Ministerial speeches • Legislative review documents • Fiscal/ budget • Strategic <p>Accounts</p> <ul style="list-style-type: none"> • Personnel files • Client files • Revenue records and invoice batches <p>Corporate Services</p> <ul style="list-style-type: none"> • Ministry overview • Legislative review • Policy development <p>Office of the Chief Medical Officer</p> <ul style="list-style-type: none"> • Registers of healthcare professions, facilities • Drugs importation/ exportation licenses • Customs duty exemptions • Statutory bodies activities: minutes, reports <p><i>Epidemiology and Surveillance unit</i></p>	

- Surveillance Registers and Reports on communicable diseases and syndromes
- International reporting and reports
- Public information leaflets on managing communicable diseases

Ageing and Disability Services

- Register of long term care facilities
- Registration criteria and process
- Seniors abuse register
- Case files
- Public information on accessibility (brochures)

Section E: Administration manuals [s5(1)e]

List and describe of all policies and guidelines used to make decisions in respect to any person.

The administrative records for this authority are listed below by section (business unit). Please see Section E of the relevant business unit's information statement for the description, dates, and PATI status of each record. Note, **Government-wide** administrative documents are identified below in **green coloured text**.

Office of the Permanent Secretary

- **Cabinet and Ministerial Responsibilities and Procedures**

Accounts & Administration

- Enterprise (E1) training manual
- **Collective Bargaining Agreement**

Corporate Services

- **The Legislative process**
- **Making Policy Happen**

Office of the Chief Medical Officer

- Procedures Manual for the office of the CMO
- Activities: minutes

Epidemiology and Surveillance unit

- Surveillance Manual
- Standard Operating Procedures for the Nurse Epidemiologist
- Case management policies
- Guidelines to manage occupational exposure

Ageing and Disability Services

- Standards for operating residential facilities

Section F: Decision-making documents [s5(1)f]

List and describe of all policies and guidelines used to make decisions in respect to any person.

The decision making records for this public authority are listed below by section (business unit). Please see Section D of their information statements for the description, dates, and PATI status of each record. **Government-wide** administrative documents are identified below in **green coloured text**

Office of the Permanent Secretary*Strategic*

- [Speech from the Throne](#)
- [Government Platform \(public access\)](#)
- [Cabinet directives](#)
- Strategic Planning Sessions

Employment/ HR

- [Conditions of Employment & Code of Conduct](#)
- [BPSU Collective Agreement 2008-2011](#)
- [Public Service Commission Regulations 2001](#)

Fiscal

- [Financial Instructions](#)

Ministry Specific

- Legislation (public access)
- Strategic planning sessions
- Briefs to the permanent secretary
- Ministerial briefs. Provides information and recommendations on projects of interest for the Permanent Secretary and Minister (exempt)
- Ministry Public Consultations (public access)

Accounts

- [Financial Instructions](#)

Corporate Services

- none

Office of the Chief Medical Officer

- [Legislation](#)
- For medical council – policies and standards
- Drug control policies
- International Health Regulations
- Guidance and Plans to deal with public health emergencies
- Surveillance Manual

Epidemiology and Surveillance unit

- [\(Bermuda\) Legislation](#)
- International Health Regulations

Ageing and Disability Services

- [Legislation](#)

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. S Sylvester c/o Paulette Richardson Ministry of Health and Seniors
Hand-deliver to	Continental building, 25 Church Street, Hamilton
Mail to	PO Box HM 380, Hamilton HM BX, Bermuda
Telephone	278-4906
Email*	prichardson@gov.bm Add subject line: PATI request re Headquarters

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:


Further information

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>.
2. The **legislation** listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Financial Information:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm); then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

At Aug 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.

<p>2. Contracts: Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)], will be gazette annually.</p> <p>3. Expenditure: Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)</p> <p>4. Salaries: The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].</p>
<p>Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]</p> <p>Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:</p> <p>Locations of Information Statement (<i>Confirm copies of Information Statement are available at:</i>)</p> <ul style="list-style-type: none"> • Office: Ministry Headquarters, Continental Building, 25 Church st, Hamilton Y • The Bermuda National Library Y • The Bermuda Archives Y • Available electronically at: <ul style="list-style-type: none"> • PATI website https://www.gov.bm/public-access-information-pati Y • Ministry website https://www.gov.bm/ministry/health-and-seniors Y • With the Information Commissioner. Y <p>Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y</p> <p>Date Information Statement was updated: <i>Date:</i> 1st November 2016</p> <p><i>Sign:</i> </p> <p><i>Name:</i> Jennifer Attide-Stirling <i>Post:</i> Permanent Secretary, Ministry Headquarters Authority</p>
<p><i>Ends</i></p>



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for the Office of the Permanent Secretary
(In the Ministry Headquarters Public Authority)

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Key and Definitions

- Authority means the Ministry Headquarters

- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information
- Square brackets [] refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Insert structure of Authority (text, and figure if latter useful):

The Office of the Permanent Secretary consists of the Permanent Secretary and an administrative assistant.

All heads of sections within Ministry Headquarters report directly to the Permanent Secretary. All department heads report to the Permanent Secretary, and the two QUANGOS, the Bermuda Hospital Board and the Bermuda Health Council, report to the Minister through the Permanent Secretary.

Insert governing legislation:

The Bermuda Constitution Order, 1968
The Public Health Act, 1949

Section B1: Legislated functions, powers, duties of the Authority [s5(1)b]

Insert power, duties and function of the authority (cite Act or Policy):

1. General functions of the Office of the Permanent Secretary

The Permanent Secretary is the most senior civil servant of a Government Ministry, and is charged with running the Ministry on a day-to-day basis. The Permanent Secretary takes policy direction from the Minister, reports to the Secretary to the Cabinet on administrative matters and has the responsibility to support the general policies and priorities of the Government, and to operate within the context of the management practices and procedures established for the Government as a whole.

The Permanent Secretary provides direct support to the Minister, is the accounting officer for the Ministry, ensures the implementation of policies and legislation and is also responsible for inter-ministerial collaboration and the promotion and support for inter-ministerial initiatives.

2. Legislated Power and Duties of the Permanent Secretary

The Permanent Secretary has the following legislated power or duties:

- 2.1. Serves as the Registrar, or ensuring a register is kept, for the Councils regulating several healthcare professions, namely: Medical Practitioners, Dental Practitioners, Midwives, Optometrists and Opticians, under legislation named after the profession.
- 2.2. Serves as an ex-officio, non-voting member of the Bermuda Hospitals Board (under the Bermuda Hospitals Board Act).
- 2.3. Serves as an ex-officio member of the Bermuda Health Council (as authorized under the Bermuda Health Council Act).
- 2.4. Serves as Chair for the Health Insurance Committee (as authorized under the Health Insurance Act 1970).

Section B2: Obligations under PATI [s5(1)b]*(same for all public authorities)***Obligations of the Authority under PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - **Managing Fees** for Requests for information
 - Management and maintenance of **records**
 - **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]*Insert a summary of services and programmes provided by the authority:***Services**

1. Strategic development: Provides strategic direction for the health sector and Ministry entities
2. Coordination of programmes: under the auspices of the Ministry
3. Policy development: To develop and implement policy to address health sector issues and aligning this with best practice across the Ministry, QUANGOs and the health sector in general
4. Grant management: Management of government funds to support (in descending order of monetary value) the Bermuda Hospitals Board, Health Insurance Fund, Lady Cubitt Compassionate Association (LCCA) Medical Care overseas, the Health Council and various agencies and charities (as listed in the Budget book)
5. Preparation of Cabinet Memoranda: Documents regarding Ministry direction and/or activities; for decision, discussion, or for information.
6. Direct service delivery: To assist the Minister with any other matter as required

Generic duties of a Permanent Secretary

7. To provide support and advice to the Minister, including:
 - anticipating issues in the House of Assembly or the media
 - managing current issues and problems, keeping the Minister fully informed
 - providing advice
8. To ensure the implementation of:
 - policy formulation and direction
 - sectoral strategic plan development
 - amending and drafting legislation
 - major projects
9. To manage Ministry financial resources effectively, including:
 - coordinating the production of estimates from departments and other associated bodies, and establish priorities for resources
 - ensuring compliance with Ministry of Finance/Treasury requirements and policies
 - keeping working methods under review to secure value for money
10. To contribute to the collective management of Government, including:
 - ensuring that due account is taken of the interests and views of other parts of Government
 - participating in meetings of Permanent Secretaries convened by the Secretary to the Cabinet
11. To provide leadership in the Ministry, and where appropriate, to:
 - arrange for organizational restructuring; determine departmental role delineations; to manage human resources effectively; ensure proper training and development; ensure establishment of effective information systems
12. To manage the handling of communications with the public

Section D: Records held [s5(1)d]

List and describe the classes of records held by the authority:

The following records in respect of this public authority are held:

Ministry records

1. **Public correspondence, various issues.** (last 3 years). Ministry responsible for Health. (mixed PATI status). Correspondence from the public concerning any issue related to the Health sector (e.g. practitioners, facilities, services, health issues etc).
2. **Correspondence from international health entities.** (last 7 years). Ministry responsible for Health. (public access). Correspondence regarding international health issues or regulation, e.g.: workshops, internationals reporting or changes in standards from international bodies such as the Pan American Health Organization.
3. **Registers of healthcare professionals and facilities,** where the Permanent Secretary is the Registrar. (last 7 years). Government of Bermuda. (public access). Personal application information. Located in the Office of the Chief Medical Officer.

4. **General** (all last 7 years; author for all is the Ministry responsible for Health):
 - i. *Ministry Overview* (dated when Minister changes). (public access). Describes the mandate, structure, duties, powers and services provided by the Ministry.
 - ii. *Ministry Business Plans* (last 7 years). (public access). Describes the Ministry Business plan for the next two years. Includes priorities and budget.
5. **Annual Reports and Minutes** from Ministry entities including the Hospital (BHB), Health Council (BHeC) and Statutory Boards. (last 7 years). Government of Bermuda or Statutory Body. (public access with information redacted under section 23- personal information redacted or under section 29 - deliberations of public authorities redacted; of the PATI Act). Outlining the activities of the body.
6. **Cabinet** Memoranda, Drafting Instructions, Draft legislation (last 7 years). Government of Bermuda. (Exempt under s27(ba) – Cabinet Documents). Documents intended for Cabinet’s review of legislative or policy amendments.
7. **Ministerial** speeches and statements (last 3 years). Ministry responsible for Health. (public access). Public statements by the Minister on topical issues.
8. **Fiscal records**: of the Ministry’s operations; monthly department reports. (last 7 years). Government of Bermuda. (public access). As summarized in the annual budget, and revised as actual figures the following year in the Budget book.
9. **Human resource records**: of Ministry headquarters staff (exemption section 23 – personal information). Including: special leave, performance appraisals.

Activities of the authority

10. *Meeting minutes*: where appropriate (Mixed status- some public access, some exemptions).

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *Cabinet and Ministerial Responsibilities and Procedures* (1990). Government of Bermuda. (public access). Provides guidance to Ministers, their Permanent Secretaries, Heads of Departments and Senior Officers of their roles and responsibilities. Includes administrative practice and procedure.
2. *The Legislative Process in Bermuda. Creating Law: from Policy Development to Implementation* (March 2005). Attorney-General Chambers, Government of Bermuda. (public access). Describes legislative and governmental procedures in the legislative process, including how to amend legislation.
3. *Making Policy Happen In Bermuda* (Nov 2005). Central Policy Unit, Government of Bermuda. (public access). Describes the process for developing good policy.
4. *Government of Bermuda: Conditions of Employment and Code of Conduct*. Department of Human Resources. This, read in conjunction with the Union Collective Agreements and the Public Service Commission Regulations, provides guidance on staff management and policies.

Section F: Decision-making documents [s5(1)f]

List and describe of all policies and guidelines used to make decisions in respect to any person.

A. Government-wide (for more information on these documents please see the Cabinet Office Information Statement)

Strategic direction

1. *Speech from the Throne* (Annually in November). Government of Bermuda. (public access). Announces Governments strategic direction for the next fiscal year. Please access via the Cabinet Office.
2. *Government Party Platform*. (published before a general election). Government of Bermuda. (public access). Describes the Party's high-level strategic direction in Office.
3. *Cabinet directives*. (various dates). Government of Bermuda. (Exempt under s27(ba) – Cabinet Documents). Documents decisions and recommendations from Cabinet concerning various policies and legislative proposals.

Employment & Human resources

The *Public Service Commission Regulations 2001*, the *Conditions of Employment and Code of Conduct* and the current *Collective Agreement* between Government and the Bermuda Public Services Association constitutes each officer's contract of service with Government.

4. *Conditions of Employment & Code of Conduct. (2001)* See Human Resources Dept. Cabinet Office. This document outlines the structure of Government and the Civil Service. It explains the roles and reporting relationships between the elected Government and officers of the Civil Service. The document also sets out basic principles to guide managers and officers regarding the terms and conditions of employment. The rights and obligations of managers and officers are specified in this document, as are the processes for resolving difficulties should they arise. (This document replaces General Orders).
5. *BPSU Collective Agreement (2011)*. Bermuda Public Service Union and the Bermuda Government. (public access). This agreement provides guidelines to process the human resource, salary and benefit responsibilities
6. *Workers Compensation Act 1965*. (public access – available on-line at www.bermudalaws.bm). Government of Bermuda. The Act provides for compensation for worker's injuries or occupational disease; and covers employer's liabilities, offences, and different types of compensation.

Fiscal and Legislative Processes

7. *Financial Instructions*. (2013). Ministry of Finance. (public access). This is the Authoritative Document concerning handling public monies, including collection, receipt, custody, issue or payment of public money, stores, stamps, investments, securities, negotiable instruments or any other asset. Financial Instructions apply whether it is the property of the Government or in deposit with or entrusted to the Government or any Government employee in an official capacity either alone or jointly with another Government employee or any other person
8. *Public Service Commission Regulations 2001*. (public access – available on-line at www.bermudalaws.bm). Government of Bermuda. The Regulations set the framework for the Public Service Commission, appointed under the Bermuda Constitution Order, to ensure that all

appointments, promotions, dismissals and disciplinary matters within Bermuda's public service are conducted efficiently, fairly and without political interference.

B. Ministry Specific

11. *Ministry legislation* (see legislation list in section B of the Ministry Headquarters Information Statement). Government of Bermuda. (public access – available on-line at www.bermulaws.bm)
12. *Ministry Public Consultations* (public access), for example:
 - a. Tendering: Requests for Information; Requests for Proposal. (last 7 years). Government of Bermuda. (exemption section 25 commercial information). Documents that outline contract requirements for an external entity to undertake work/project for the Ministry. For example for services or facilities
 - b. Public consultation on legislative or policy (public access)
13. *Ministry Strategic Planning Sessions* (last 7 years). Ministry responsible for Health. (exemption section 29 deliberations of public authorities). Identifies the strategic direction for the Ministry.
14. *Briefs for the Permanent Secretary*. (last 7 years). Ministry responsible for Health. (exemption section 29 deliberations of public authorities). Provides information and recommendations on projects of interest for the Permanent Secretary and Minister
15. *Ministerial briefs* (last three years). Ministry responsible for Health. (exemption sections 28 – Ministerial responsibility). Provides recommendations on projects of interest for the Minister

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact

PATI Information Officer,
Ms. S Sylvester
c/o Ms. Paulette Richardson

	Ministry of Health and Seniors <i>Re: Office of the Permanent Secretary</i>
Hand-deliver to	Continental building, 25 Church Street, Hamilton
Mail*	PO Box HM 380, Hamilton HM BX, Bermuda
Tel	278-4906
Email*	prichardson@gov.bm <i>Add subject line: PATI request re Headquarters</i>
* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.	

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:

Further information

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>
2. The **legislation** listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Financial Information:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and **salary range of every post** of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:

Locations of Information Statement (Confirm copies of Information Statement are available at):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y

- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Ministry website <https://www.gov.bm/ministry/health-and-seniors> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name:

Jennifer Attide-Stirling

Post:

Permanent Secretary, Ministry Headquarters Authority

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for Administration and Accounts
 (of the Ministry Headquarters Public Authority)

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Administration and Accounts section (of the Ministry Headquarters Authority). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key, including definitions

- Authority means the Ministry Headquarters

<ul style="list-style-type: none"> • Ministry means the Ministry of Health and Seniors • PATI means Public Access To Information • [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated
<p>Section A: Structure, Organization and Governing Legislation [s5(1)a]</p> <p><i>Insert structure of Authority (a chart – if helpful, and some explanatory text):</i></p> <p>The Administration and Accounts section of Ministry Headquarters has the following staff:</p> <ul style="list-style-type: none"> 1 Comptroller 1 Management Accountant 2 Senior Accounts Clerks 1 Accounts Clerk 1 Messenger 1 Receptionist
<p><i>Insert Governing Legislation:</i></p> <p>Public Treasury (Administration and Payments) Act 1969</p>
<p>Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]</p> <p><i>Insert power, duties and functions of the Authority (cite Act or Policy):</i></p> <p>The Accounts and Administration Section within the Ministry Headquarters provides financial and accounting support to the entire Ministry. This includes ensuring all financial transactions are in line with the policy and procedures of the Financial Instructions and the EnterpriseOne ('E1') system which is Governments financial information system. In addition any guidance in regards to budgets and other financial matters are provided by the Accounts Section to programme managers, section heads, department heads, the Permanent Secretary and the Minister.</p>
<p>Section B2: Obligations under PATI Act [s5(1)b]</p> <p><i>(same for all public authorities)</i></p> <p>Obligations of the Authority under the PATI Act</p> <ol style="list-style-type: none"> 1. To provide an information statement for the public and promulgate it [s5], 2. To provide other information to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes: <ol style="list-style-type: none"> a. General information, e.g. activities of the Authority b. Log of all information requests and their outcome c. Quarterly expenditure (upon request) [s6(5)] d. Contracts valued at \$50,000 or more. 3. To respond to information requests in a timely manner [s12-16] 4. To track information requests, and provide this data to the Info Commissioner [s5(8)3] 5. To respond to requests from the Information Commissioner [s9] 6. To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19] 7. To conduct an internal review if formally requested [part 5]

8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

Services

1. Receipt revenue for the rest home clients and verify revenue received in the satellite sections such as the clinics and Environmental Health. Record revenue and deposit into the bank
2. Process and make payments to vendors, grantees etc. for goods and services rendered
3. Process weekly and monthly payroll for Ministry's staff
4. Coordinate the budget process for the Government's fiscal year (April 1 – March 31)
5. Coordinate the fiscal year end process for the Government's fiscal year (April 1 – March 31)
6. Deliver mail for the Ministry
7. Reception and Telephone Services for the Ministry

Programmes

Programmes are not applicable to the Administration and Accounts Section.

Section D: Records held [s5(1)d]

List and describe the classes of records held by the authority:

1. *Personnel files.* (Active files kept for three years after employment ceases*). Government of Bermuda. (Exemption section 23(1) - personal information). The files include staff contracts, changes to employment status and related documents. (* dormant files are kept until the person is 70 years old or for one year after their death, as per Financial Instructions)
2. *Invoice batches.* (last six years). Government of Bermuda. (Exemption section 25(1)d and 24(1)b). These are invoices paid to vendors.
3. *Revenue Records:* (last six years). Government of Bermuda. (Exemption section 24(1)b). These are records of revenue receipts and documentation of deposits made to the bank.
4. *Client Files.* (six years after deceased). Government of Bermuda. (Exemption section 23(1) – personal information). The files contain the charge account information for the Rest Home (Lefroy House and Sylvia Richardson) clients which include contracts and billing details and are maintained for six years after client is deceased.

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *The EnterpriseOne (E1) Training Manual.* (2010). Accountant Generals Department (public access). This document is used to guide personnel on how to use the Government E1 Accounting System.
2. *The Collective Bargaining Agreement.* (September, 2011). Bermuda Public Service Union and the Bermuda Government. (public access). This agreement provides guidelines to process the human resource, salary and benefit responsibilities.

Section F: Decision-making documents [s5(1)f]

Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]

Financial Instructions. (March 31, 2013). Ministry of Finance. (public access). The Authoritative Document is the Financial Instructions. Financial Instructions apply to every person concerned in or responsible for the collection, receipt, custody, issue or payment of public money, stores, stamps, investments, securities, negotiable instruments or any other asset. Financial Instructions apply whether it is the property of the Government or in deposit with or entrusted to the Government or any Government employee in an official capacity either alone or jointly with another Government employee or any other person.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact

PATI Information Officer,
Ms. Shauna Sylvester
c/o Ms. Paulette Richardson

	Ministry of Health and Seniors <i>Re: Administration and Accounts</i>
Hand deliver to	Continental Building, 25 Church Street, Hamilton HM BX
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Email*	prichardson@gov.bm Add subject line: <i>PATI request re Headquarters, Administration and Accounts</i>
Tel	278-4906
* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.	
Section H: Further Information [s5(1)h]	
<i>Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:</i>	
<ol style="list-style-type: none"> About us is available on the government website at: https://www.gov.bm/ministry/health-and-seniors. The legislation listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm. Financial Information: For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry). 	
Section I: Other Information As Prescribed [s5(1)i]	
<i>At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:</i>	
<ol style="list-style-type: none"> Log of PATI information access requests: To be provided upon request and with personal identifiers deleted. Contracts: Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Expenditure: Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H). Salaries: The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)]. 	
Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]	
<i>Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:</i>	
Locations of Information Statement (<i>Confirm copies of Information Statement are available at</i>):	
<ul style="list-style-type: none"> Office: Ministry Headquarters, Continental Bldg, 25 Church St., Hamilton 	Y

- | | |
|--|---|
| • The Bermuda National Library | Y |
| • The Bermuda Archives | Y |
| • Available electronically at: | |
| • PATI website https://www.gov.bm/public-access-information-pati | Y |
| • Ministry website https://www.gov.bm/ministry/health-and-seniors | Y |
| • With the Information Commissioner. | Y |

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name: S. Washington
Post: Comptroller, Ministry Headquarters Authority

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for the Corporate Services Unit
(of Ministry Headquarters Public Authority)

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Introduction to Your Rights under Public Access to Information

This document is the Information Statement for the Corporate Services Unit of the Ministry Headquarters Authority. In accordance with the Public Access to Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority unless it is exempt. Several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. However, these exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [see sections 21 to 40, PATI Act]. In addition every person has a right to amend their personal information if it is incomplete, incorrect or misleading [s19, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key and Definitions

- Authority means the Ministry Headquarters
- Ministry means the Ministry of Health and Seniors

<ul style="list-style-type: none"> • PATI means Public Access To Information • Square brackets [], refer to sections of the PATI Act, unless another Act is indicated
<p>Section A: Structure, Organization and Governing Legislation [s5(1)a]</p> <p><i>Insert structure of Authority (text, and figure if latter useful):</i></p> <p>Corporate Services is comprised of three (3) policy analyst posts that report directly to the Permanent Secretary of Health. Currently there is one policy analyst. The other two posts were frozen in 2010 and March 2013 respectively.</p> <p><i>Insert governing Legislation:</i> Public Health Act, 1949</p>
<p>Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]</p> <p><i>Insert power, duties and function of the authority (Explain, cite Act, Policy or similar):</i></p> <p>1. General functions of Corporate Services The Corporate Services Unit provides support and assistance to the Minister, the Permanent Secretary and the Heads of Department, within the Ministry. Corporate Services assumes duties that do not fall within any particular department in the Ministry and tasks which cross more than one Ministry or emergency projects. Responsibilities, within this context, include:</p> <ol style="list-style-type: none"> Review, development and amendment of Policy, Programmes and Legislation Support to the Permanent Secretary Oversight of monitoring and evaluation processes Formatting long range strategic planning <p>2. Legislated Power and Duties of Corporate Services The Corporate Services Unit has no legislated power or duties</p>
<p>Section B2: Obligations under PATI [s5(1)b]</p> <p><i>(the same for all public authorities)</i></p> <p>Obligations of the Authority under PATI Act</p> <ol style="list-style-type: none"> To provide an information statement for the public and promulgate it [s5], To provide other information to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes: <ul style="list-style-type: none"> ▪ General information, e.g. activities of the Authority ▪ Log of all information requests and their outcome ▪ Quarterly expenditure (upon request) [s6(5)] ▪ Contracts valued at \$50,000 or more. To respond to information requests in a timely manner [s12-16] To track information requests, and provide this data to the Info Commissioner [s5(8)3] To respond to requests from the Information Commissioner [s9] To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19] To conduct an internal review if formally requested [part 5] To give evidence for review by the Information Commissioner [part 6, 47(4)], or for judicial review [s49], if required

9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - **Managing Fees** for Requests for information
 - Management and maintenance of **records**
 - **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

Services:

- i. Programme and policy development: To develop policy to address health issues aligned with best practice
- ii. Research and analysis: To provide information on any matter pertaining to health that the Minister requires
- iii. Legislative review: Aligning legislative instruments with changing policy and best practice.
- iv. Project management: To manage projects related to the function of the Ministry as assigned by the Permanent Secretary
- v. Programme evaluation: To provide oversight of monitoring and evaluation processes of Ministry programmes as assigned by the Permanent Secretary
- vi. To assist the Permanent Secretary with any other matter as required.

Programmes: The Corporate Services Unit does not provide any programmes

Section D: Records held [s5(1)d]

List and describe the classes of records held by the authority:

The following records in respect of this public authority are held:

General Ministry:

1. *Ministry Overview*. (v3c, 2014). Ministry of Health, Government of Bermuda. (Public access). Describes the mandate, structure, duties, powers and services provided by the Ministry. The document is updated for new Ministers.

Project records (all last 5 years)

2. *Briefs to the Permanent Secretary* [exemptions sections 28 – Ministerial responsibility, and section 29 – deliberations of public authorities]. Recommendations on projects of interest. Includes issue identification, industry data, jurisdictional and best practice review, confidential stakeholder feedback, and recommendations.
3. *Cabinet documents regarding legislative review: Draft Cabinet Memoranda; Drafting Instructions; Draft Bills and draft statutory instruments*. [Exempt under s27(ba) – Cabinet Documents]. Aligning legislative instruments with changing policy and best practice.

Activities of the authority:

4. *CSU Weekly update*, (2008 to 2011). Ministry of Health, Government of Bermuda. [Exemptions section 29 – deliberations of public authorities]. A record of policy decisions and milestones for each project.

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *The Legislative Process in Bermuda. Creating Law: from Policy Development to Implementation*, (March 2005). Attorney-General Chambers, Government of Bermuda. (Public Access). Describes the law-making process.
2. *Making Policy Happen In Bermuda*. (Nov 2005). Central Policy Unit, Government of Bermuda. (Public Access). Describes the process for developing good policy.

Section F: Decision-making documents [s5(1)f]

List and describe of all policies and guidelines used to make decisions in respect to any person.

None. Corporate Services provides advice and recommendations to the Permanent Secretary and the Ministry's authorities, who then use this information to make decisions. The advice is based on Bermuda laws, Jurisdictional reviews and best practice.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. S Sylvester c/o Paulette Richardson Ministry of Health and Seniors <i>Re: Corporate Services Unit</i>
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Hand-deliver to	Continental building, 25 Church Street, Hamilton
Mail*	PO Box HM 380, Hamilton HM BX, Bermuda
Email*	prichardson@gov.bm Add subject line: PATI request re Corporate Services
Telephone	278- 4906
* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.	
Section H: Further Information [s5(1)h]	
<i>Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:</i>	
<ol style="list-style-type: none"> About us is available on the government website at: https://www.gov.bm/ministry/health-and-seniors. The legislation listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm. Financial Information: For the annual expenditure for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry). 	
Section I: Other Information As Prescribed [s5(1)i]	
<i>At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:</i>	
<ol style="list-style-type: none"> Log of PATI information access requests: To be provided upon request and with personal identifiers deleted. Contracts: Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Expenditure: Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H) Salaries: The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)]. 	
Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]	
Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:	
Locations of Information Statement (<i>Confirm copies of Information Statement are available at</i>):	
• Office: Ministry Headquarters, Continental Bldg, 25 Church st, Hamilton	Y
• The Bermuda National Library	Y
• The Bermuda Archives	Y
• Available electronically at:	
• PATI website https://www.gov.bm/public-access-information-pati	Y

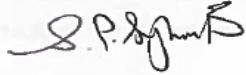
- Ministry website <https://www.gov.bm/ministry/health-and-seniors> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name:

S Sylvester

Post:

Information Officer, Ministry Headquarters Authority; and
Policy Analyst, Corporate Services Unit

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for the Office of Chief Medical Officer
(under the Ministry Headquarters Public Authority)

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Office of the Chief Medical Officer (CMO) in the Ministry Headquarters Authority. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority unless it is exempt. Several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. However, these exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [see sections 21 to 40, PATI Act]. In addition every person has a right to amend their personal information if it is incomplete, incorrect or misleading [s19, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key and Definitions

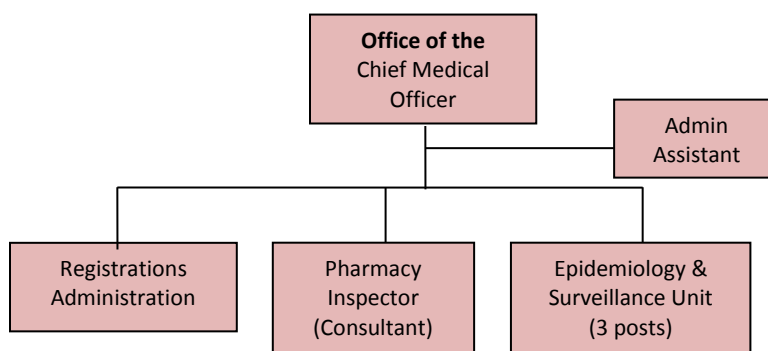
- Authority means the Ministry Headquarters
- CMO means Chief Medical Officer
- Department means the Department of Health
- ESU means Epidemiology and Surveillance Unit
- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information
- Square brackets [], refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Legislation [s5(1)a]

Insert structure of Authority (text, and figure if latter useful):

Department Structure:

Ministry Headquarters
 Section: Office of the CMO
 Cost centre/ID Number: 31030



The Office of the CMO was established as a separate section following the reorganization of the Department of Health in April 2013. The mandate of the Office is provided in several legislative instruments, foremost being the Public Health Act 1949.

Insert Governing Legislation:

Main legislation: The Public Health Act, 1949
 Other legislation: see list in section B1(4)

Section B1: Legislated Functions, powers, duties of the Authority [s5(1)b]

Insert power, duties and function of the authority (cite Act or Policy):

1. Legislated Functions

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with public health, including: sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions. This includes: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health [section 7, PH Act].

2. Functions of the Office of the CMO

The CMO is a statutory post which requires the Office to oversee and operationalize legislated functions such as importation of medications, medical devices and equipment; burial practices; regulation of healthcare facilities, day care and residential care homes; and participation as an ex-officio on statutory bodies such as Bermuda Hospitals Board, Bermuda Health Council and the Staff Medical Board.

The Office of the Chief Medical Officer (OCMO), led by the Chief Medical Officer (CMO), provides public health leadership, protection and regulatory functions for the health sector. In particular, leadership and advice is provided on key issues impacting the health sector. The Office carries out functions to protect, promote and improve the populations' health, including investigating outbreaks of infectious disease and research to inform policy decisions on health matters. In addition, the office provides regulatory functions including healthcare professional registration and regulation, and drug regulation; workforce planning; and is responsible for meeting international health reporting requirements. See section C for a list of services.

3. Public Health Functions

The CMO and Department of Health have lead responsibility for protecting the community against public health threats and, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

4. Other legislation pertinent to the operations of the office of the CMO

Legislative Instrument	Relevance to Ministry of Health*
<i>Under the legislated responsibility of the Ministry of Health</i>	
Allied Health Professions Act, 1973 (previously titled: The Professions Supplementary to Medicine Act)	Regulates 9 healthcare professions: Addiction Counsellors, Chiropractors, Dieticians, Diagnostic Imaging Technologists, Emergency Medical Technicians, Medical Laboratory Technologists, Occupational Therapists, Physiotherapists, Speech and Language Pathologists
Bermuda Health Council Act 2004	BHeC established to monitor the health sector (professionals, businesses & services); & regulate health insurance providers
Bermuda Hospitals Board Act 1970	Establishes the Board to operate the two hospitals. The role of the Minister is to provide policy oversight.
Dental Practitioners Act, 1950	Regulates Dentists, Dental Hygienists, Dental assistants and Dental technicians.
Fumigation (Control) Act, 1945	Controls Fumigating substances by defining what they are and requiring a licence to perform fumigations and

	prescribing instructions on how to perform fumigations safely.
Health Insurance Act, 1970	The Act establishes the framework for compulsory and voluntary health insurance offered by licensed insurers and approved schemes. It also establishes the Health Insurance Committee to provide the Government's health insurance products (Health Insurance Plan, Mutual Reinsurance Fund, FutureCare and the Subsidies).
Human Tissue Act, 1967	Defines death and the use of the body for medical purposes (therapeutic, education or research).
Medical Practitioners Act, 1950	Regulates Physicians.
Mental Health Act, 1968	Concerns admissions to hospital for persons suffering a mental disorder and patients concerned with criminal proceedings. Establishes the Mental Health Review Tribunal to assess discharge.
Midwives Act, 1949	Regulates Midwives under the Medical Council.
Miscellaneous Taxes Act, 1976	With regards payroll taxes on Health professionals
Nursing Act 1997	Regulates Nurses.
Optometrists and Opticians Act 2008	Regulates Optometrists and Opticians.
Occupational Safety and Health Act 1982 (previously titled: Health and Safety at Work Act; Nb. Health & Safety at Work (pressure systems) Regulations 1989 needs title updated)	Establishes the duties for employers and employees to ensure that workplaces and work practices in Bermuda are safe as far as reasonably practicable. Creates the Advisory Council for Safety and Health to advise the Minister on occupational safety matters and empowers the Minister to appoint inspectors.
Parking of Vehicles (Designated Areas) Act 1973	Relevant to parking at Ministry HQ and KEMH
Pembroke Parish Public Cemetery Act, 1907	CMO approval for purchasing land
Pharmacy & Poisons Act, 1979	Regulation of pharmacists; facilities and drugs
Psychological Practitioners Act 1998	Regulates Psychologists
Public Health Act, 1949	Provides the Minister with responsibility for:- -sanitation & water supply -prevention of public health nuisances (pollution) -offensive trades -communicable diseases -vaccination -burial and cremation of human remains and carcasses -general housing conditions (in conjunction with the Bermuda Housing Act 1980 and regulations) -production, preparation and sale of food -packaging and labelling of products other than food -hospitals, maternity homes, medical labs, rooming houses, laundries, slaughter houses, any place where food or drink is sold or prepared or stored for sale, day care centres for children or adults, kindergartens, beauty shops, barber shops, manicure parlours, mobile beauty

	shops, tattooing, electrolysis and body-piercing establishments, swimming baths, bathing beaches and places of public assembly, entertainment or resort. - In addition the Minister is given the legal powers to remedy unsatisfactory public health conditions and to license various categories of establishments and prescribe hygienic and safety standards for the above mentioned establishments - The Minister also has the power to establish clinics
Quarantine Act, 1946	To protect Bermuda from the international spread of disease by controlling ports conveyances 5epts.5rs and commodities; the Minister is the quarantine authority, empowered to appoint quarantine officers, establish quarantine stations
Radiation Act, 1972	Protects the operators of radiation equipment and radioisotopes and the public from harmful levels of ionizing radiation, by licensing all sources of ionizing radiation and ensuring that the source, equipment, environment and handling practices are safe and satisfactory.
Residential Care Homes & Nursing Homes Act 1999	Requires registration of residential care and nursing homes, and establishes standards for such.
Senior Abuse Register Act 2008	To protect seniors from abuse and to establish a register of persons who have abused seniors by requiring mandatory reporting by professionals and others.
Summary Offences Act, 1926	Restrictions on making noise; Prohibits sale of tobacco to persons under 16;
Tobacco Control Act, 2015 [Replaces the Tobacco Products (Public Health) Act, 1987; and Tobacco Products (Public Health) Regulations, 1988]	Controls the sale, promotion, advertising of tobacco products and prohibits smoking in various places. The 2015 Act includes e-cigarettes and strengthens protections for minors.
<i>Non- Health Ministry legislation in which Ministry of Health Officers hold responsibilities</i>	
Children Act, 1998	Legislated responsibility of Ministry of Youth, Families and Sport Part IX- Day Care: establishes licensing and registration of Day Care Centres and home day care providers to be administered by the Chief Medical Officer and standards for day care centres. Operationalized by Env. Health
Education Act, 1996	Consultation with the Ministry of Health regarding drug testings.67 and s.73
Liquor License Act, 1974	Legislated responsibility of Ministry of Justice (NDC). Env. Health issues certain licenses. 1 st Schedule refers to Mental Health Act
Misuse of Drugs Act and Regulations 1972	Determines what are controlled drug and the licensing requirements for importation and distribution.
Police and Criminal Evidence Act, 2006 (previously the Evidence Act, 1905)	AKA PACE. Part VI: Treatment and collection of medical evidence from person detained by police. References

	the Mental Health Act. As pertains to the Criminal Code Act (see above).
Road Traffic Act, 1947	Regarding the collection and analysis of human samples by an analyst and medical practitioner [s 35C-35J]
Legislation updated annually (1st April) by Ministry of Health	
Annual Budget Legislation - The Bermuda Constitution Act [s96] - The Appropriation Act (annual not consolidated)	Heads as determined in the Appropriation Act.
Bermuda Hospitals Board (Hospital fees) Regulations 2012	Affirmative Resolution
Bermuda Hospitals Board (Medical and Dental Charges) Order	Not subject to parliamentary scrutiny
Health Insurance Act, 1970	re: Standard Premium Rate. Affirmative Resolution
Health Insurance (Future Care Plan) (premium) Order	Not subject to parliamentary scrutiny
Health Insurance (Health Insurance Plan) (premium) Order	Not subject to parliamentary scrutiny
Health Insurance (Mutual Reinsurance Fund) (Prescribed Sum) Order	Not subject to parliamentary scrutiny
Legislation of direct interest to Ministry of Health	
Bermuda Nursing Association Act 1957	No Ministerial responsibility. The NA may establish and operate nursing homes under the Residential Care Homes and Nursing Homes Act 1999; and establish and operate homes or nurseries for children.
Criminal Code Act 1907	Established that Sexual assault is committed if HIV, AIDS or Hep B sufferer does not inform partner before sex act; Abandonment of children under 2 is a felony;
Evidence Act, 1905 [Now called the Police and Criminal Evidence Act, 2006]	As pertains to the Criminal Code Act (see above)
Government Authorities (fees) Act 1971	Prescribes remuneration for members sitting on statutory bodies. See list of Ministry Boards, Annex E.
Government Fees Act 1965 Government Fees Regulations 1976	Prescribes fees payable to public authorities for listed functions. Includes fees In: Public Health Act, Registration of professionals, and this table. Updated every 2 years (last update April 2012)
Social Welfare Act, 1971	Interest only. Provides for the promotion and maintenance of social welfare for the people. Minister to advise and co-ordinate organizations and authorities, and may arrange for matters to be dealt with by Government or other organization.
Key Legislation for all Ministries	
The Constitution Order 1968	Sets out scenarios when the interests of public health supersede individual rights and freedoms
Contributory Pensions Act, 1970	Information only

Contributory Pensions and Workmen's Compensation (Reciprocal Agreement) Act, 1970	Information only
Interpretation Act 1951	Explains interpretation of terms used in Bermuda Legislation

**v3 Aug 2016 (updates v2, 2012)

INTERNATIONAL COMMITMENTS

The Office of the CMO is responsible for upholding the Government's commitment to the following international treaties and conventions, and international reporting requirements, including:

- International Health Regulations (IHR)
- International Narcotics Control Board (INCB)
- Pan-American Health Organization, (PAHO),

INTERNATIONAL MEMBERSHIPS

- Pan American Health Organization (PAHO)
- World Health Organization (WHO)
- Caribbean Public Health Agency (CARPHA) (formerly Caribbean Epidemiology Centre (CAREC) plus other organizations)
- Caribbean Health Research Council (CHRC)
- Caribbean Community and Common Market (CARICOM), associate member

B2. Obligations under PATI [s5(1)b]

(same for all public authorities)

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]

12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Programmes and Services - [s5(1)c]

Insert a summary of services and programmes provided to persons by the authority:

Programmes

The CMO organizes, executes and coordinates the many statutory duties of the Office of the Chief Medical Officer and public health leadership responsibilities; and oversees the management the Epidemiology and Surveillance Unit.

Services

1. Registration

- 1.1. **Registration of health care professionals** through the various Councils & Boards (i.e. Allied Health Council, Bermuda Medical Council (CMO is ex-officio member), Dental Board, Council for Optometrists and Opticians, Pharmacy Council)
- 1.2. **Licensure of Health Care Facilities & Diagnostic Imaging Facilities** this process is coordinated through the Environmental Health Office.
- 1.3. **Regulation of registration of Long term Care Facilities and Day Care-** oversees the licensing and relicensing of residential home care, long term care facilities and day care facilities. Receives and investigates complaints or incidents in such facilities. The Ageing and Disability Services (ADS) coordinates and facilitates these functions on behalf of the Office of the CMO.

2. Drugs Control

Issues import and export licenses, monitors importation of drugs and assures compliance with drug quotas; CMO reports to International Narcotics Control Board (INCB) in Vienna, Austria. CMO supervises and guides the Pharmacy Inspector who assures compliance with the Pharmacy & Poisons Act, 1979.

3. Customs/duty exemptions

Issues exemption certificates for certain persons/organizations importing products that qualify for duty exemption: such as drugs/ medications, prescription eyeglasses, and other identified products.

4. Burials

The CMO issues authorizations for disinterment and re-internment, certificates of quarantine, permissions for overseas shipping of deceased persons. This function is authorized under section VII, Burials, Cremations and Cemeteries, of the Public Health Act, 1949.

5. LCCA

The Lady Cubitt Compassionate Association (LCCA) administers an Overseas Medical Care Fund that is supported by Government. The fund is used to provide assistance to those with life threatening conditions whose health care cannot be obtained on the island. The Chief Medical Officer approves or rejects applications according to the established guidelines.

6. Epidemiology and Surveillance Programme

The CMO advises and directs the activities of the Epidemiology & Surveillance Unit (ESU). The assessment function of the Department of Health is spearheaded primarily by the ESU, which provides research expertise and guidance to monitor the island's health status and to identify and contain outbreaks

of infectious disease. The ESU works cooperatively with the health promotion office, the hospital and private physician offices and laboratories.

7. Consultative Services within Government

- 7.1. **Staff Medical Board.** The CMO reviews and advises the Public Service Commission on applications from government departments or employees requesting early retirement on medical grounds
- 7.2. **Government Employee Health Insurance (GEHI) Appeals Tribunal.** The CMO issues directives to GEHI Management Committee on appeals from clients
- 7.3. **Government Occupational Health oversight.** The CMO is responsible to assure that occupational health concerns are identified, investigated and mitigated, with the support and assistance of the Occupational Safety and Health Officer in the Environmental Health Section of the DOH. The ESU performs environmental survey analyses when required for government facilities.
- 7.4. **Consultative and advisory responsibility to health sector entities:** Ex-officio membership on Bermuda Hospitals Board, Bermuda Health Council and Health Insurance Committee. Chairs and conducts: Government Employee Health Insurance Appeals Tribunal and Staff Medical Board
- 7.5. **Executive Officer Roles:** The CMO is the executive officer for the Bermuda Medical Council and as such serves at the administrative support for the activities of the Council and the Medical Practitioners Professional Conduct Committee

8. External Consultative Services

- 8.1. **Regional Public Health representative for Bermuda.** The CMO serves as a member of the Caribbean Health Research Council, and represents Bermuda at annual CMO meetings for the Caribbean Community (CARICOM). CMO is the liaison for Bermuda to the Pan American Health Organization (PAHO) and Caribbean Public Health Agency (CARPHA).
- 8.2. **International Public Health focal point.** The CMO is the contact focal point for the International Health Regulations in the United Kingdom. CMO reports public health incidents of significance and receives worldwide advisories about public health threats from this agency of the World Health Organization. Such advisories include travel advisories or reports of outbreaks of infectious diseases. Office of CMO assures Bermuda's compliance with IHR guidelines.

Section D: Records held (mixed exempt and public access) [s5(1)d]

Insert list and description of the classes of records held by the authority:

1. **Registers** (all public access) of:
 - a. **Healthcare Professionals.** (active, last 10 years). Government of Bermuda. The Register is a list of practitioners authorized to practice in Bermuda. It is an electronic database, an official copy of which is Gazetted every year. Early registers were a book, since the 1990s most were paper files and gazetted
 - i. *Register of Medical Practitioners* (1854-2000). Hardcopy book.
 - ii. *Register of Dental Practitioners* (1911-1995). Hardcopy book.
 - iii. *Register of Midwives* (1927-1980). Hardcopy book.
 - iv. *Register of Dental hygienists* (1995-1999). Hardcopy book.
 - v. *Register of Dental Technicians* (1963-1988). Hardcopy book.

- b. *Healthcare facilities.* (last 7 years). Ministry. (public access). The Register is a list of facilities authorized to practice, namely: Diagnostic Imaging facilities; Laboratories and Hospitals. For Pharmacies the records are kept in the Health & Safety section of the Department. The Department has key operational responsibility in all these registrations processes
 - c. *Long term care facilities.* (last 5 years). Ministry. (public access). Register is a list of facilities authorized to practice. The inspections, the Register and the records are kept at the National Office for Seniors and Physically Challenged.
 - d. *Day care facilities.* (last 5 years). Ministry. (public access). The Register is a list of facilities authorized to practice. The regulation of these is delegated to the Department of Health (for details, please see their Information Statement)
2. **Registration Applications.** (active last 10 years). Ministry. (Exemption section 23 – Personal Information). Contains application information such as qualifications and work experience for entities listed in #1 above.
 3. **Drugs importation/exportation licenses.** (since 2006). Government. (Public Access, with redactions under s23-personal information). Regulates the type and quantity of controlled drugs that commercial and personal entities may import according to the Misuse of Drugs Act.
 4. **Customs duty exemptions.** (since 2006). Government. (Public Access for entities; but exemption section 23-personal information for private use). Letters to Customs indicating medical goods which are exempt of customs duty – usually concerning the hospital, charities and personal use. According to the Customs Tariff Act, 1970
 5. **Minutes, Reports, and Communications of statutory bodies.** (last 7 years). Government. (Public Access with redactions under section 23 - personal information). Records the activities of the bodies. For the healthcare professions and the Mental Health Review Tribunal – see their information statement online at www\OCMO\

For more information on the Epidemiology and Surveillance Unit please see their information statement

Section E: Administration (all public access) manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *Procedures Manual for the Office of the Chief Medical Officer.* (March, 2012). Ministry. (public access). Describes the procedures undertaken by the Office for the CMO. Three volumes:
 - a. Vol I: Administrative procedures. Concerning operations – staff, budget etc
 - b. Vol II: Regulation procedures. Concerning regulatory functions
 - c. Vol III: Registration of Healthcare Professions. Outlines the process
 - d. note in Vol II: Staff Medical Board Procedures
 - e. note in Vol II: GEHI Appeals Tribunal Procedures
2. *Administrative documents:*
 - a. *Meeting Minutes of the Office* (2013 to present). Ministry. (exempt under s 29 deliberations of public authorities). Records project and personnel planning and strategic direction.

For more detailed information on the Epidemiology and Surveillance Unit please see their information statement

Section F: Decision-making documents [s5(1)f]

Insert list and description of all policies and guidelines for decision making in respect to any person:

1. Legislative Acts (as per section A above). Government of Bermuda. (Public Access).
2. *Drug Control Policies* (last 3 years). Ministry. (public access).
3. *Staff Medical Board Procedures* (as listed in section E#1 above)
4. For Medical Council duties:
 - a. *The Constitution of the Bermuda Medical Doctors Association* (2015, update in progress). BMDA. (Public access). Outlines the mandate and procedures of the BMDA. The aim of the BMDA is to improve medical services in Bermuda by promoting high standards of professional practice, ethical conduct and by fostering good relationships between members of the profession and the public.
 - b. *Bermuda Medical Doctors Association By-laws (1990s)*. BMDA. (public access). Replaced by the 2015 updated version above.
 - c. *Standards of Practice for Physicians* (2013). Bermuda Medical Council. (public access). Describes the standards to which registered practitioners are expected to abide.
5. *International Health Regulations (IHR)* (2005). World Health Organization. (Public Access). Relates to capacity to detect and notify the World Health Organization through IHR focal points of public health emergencies of international concern
6. *Public Health Emergency Response Plan, for public events and outbreak situations* (Jan 2015). ESU (public access). Overview of Ministry and community public health partners' coordinated response to public health emergencies, including outbreak investigation, prevention and control.
7. *Public Health Management of Ebola and other Viral Haemorrhagic Fevers: Interim Guidance*. (Dec 2014). ESU. (public access). Guidance for the community management of serious communicable diseases, including Ebola and Viral Haemorrhagic Fevers.
8. *Surveillance Manual* (2008). ESU (public access). A guide for reporting and investigating communicable diseases and syndromes.

For more information on the Epidemiology and Surveillance Unit please see their information statement

Section G: The Information officer [s5(1)g]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the

Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. S Sylvester c/o Ms. Paulette Richardson Ministry of Health and Seniors <i>Re: Office of the CMO</i>
Hand deliver to	Continental Building, 25 Church Street, Hamilton
Mail*	PO Box HM 380, Hamilton HM BX, Bermuda
Email*	prichardson@gov.bm Add subject line: PATI request re Office of CMO
Telephone	278 4906

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity

Section H: Further Information [s5(1)h]

*Insert any other information that **you think** might be useful for the public to know, so as to decrease requests for information [s6]:*

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniorsthen> select Office of the Chief Medical Officer
2. The **legislation** listed may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Financial Information.** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information To be Provided as Prescribed [s5(1)I, s6]

At November 2016 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure of the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:

Locations of Information Statement (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church st, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Ministry website <https://www.gov.bm/ministry/health-and-seniors> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name:

Dr. Peek-Ball

Post:

Chief Medical Officer, Ministry Headquarters Public Authority

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for the Epidemiology and Surveillance Unit
(in the Ministry Headquarters Public Authority)

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Epidemiology and Surveillance Unit of the Office of the Chief Medical Officer, in the Ministry Headquarters Authority. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

Key, including definitions

<ul style="list-style-type: none"> • Authority means the Ministry Headquarters • The Unit means Epidemiology and Surveillance Unit • The Ministry means the Health and Seniors • PATI means Public Access To Information • [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated
Section A: Structure, Organization and Governing Legislation [s5(1)a]
<p><i>Insert structure of Authority (a chart – if helpful, and some explanatory text):</i></p> <p>Ministry Headquarters Section: Office of the Chief Medical Officer 3 Full Time Equivalents Programme: Epidemiology and Surveillance Unit Cost Centre/ID Number: 31040</p>
<p><i>Insert Governing Legislation:</i></p> <p>The Public Health Act, 1949</p>
Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]
<p>1. Legislated Functions of the Unit</p> <p>The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health [section 7].</p> <p>The Office of the CMO and the Department of Health are the lead entities to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with communicable diseases, vaccination, burials, food production, healthcare establishments, sanitation and water supply, nuisances and offensive trades and general housing conditions. The Unit’s primary role is monitoring the health of the population and mitigating the impact of public health threats. For more information please see the information statement for the Office of the Chief Medical Officer.</p>
<p>2. Legislated Powers and Duties of the Unit</p> <p>The unit assists the Chief Medical Officer in meeting the duty to mitigate public health threats as provided in part V of the Public Health Act. Including, for example: Ensuring that persons suspected of suffering from, or a carrier of, a communicable disease are medically examined, do not expose infected materials to other persons, their place of work or school; Coordinating the establishment of temporary isolation hospitals during epidemics.</p> <p>The unit fulfils the duty of reporting for the Chief Medical Officer the following:</p> <ul style="list-style-type: none"> • international reporting International Health Regulations (IHR) for Bermuda to the WHO • surveillance reporting to the regional health bodies of CARPHA (see section D records).

Section B2: Obligations under PATI Act [s5(1)b]*(same for all public authorities)***Obligations of the Authority under the PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]*Insert a summary of services and programmes provided by the authority:*

The Epidemiology and Surveillance Unit ensures surveillance and investigation of communicable diseases and follows up outbreaks, such as food and waterborne diseases. It is responsible for the routine collection, analysis, interpretation and distribution of information relevant for control and prevention of communicable and non-communicable disease. It also provides health education to health professionals and the general public

Services

- a. Detection and provision of an appropriate response to unusual events, clusters and outbreaks of communicable disease
- b. Provision of epidemiological data on the magnitude, distribution and trends of communicable diseases, syndromes, and deaths, according to time, place, and person as applicable
- c. Provision of relevant health information that is accessible, accurate and timely
- d. Routine surveillance of selected communicable diseases
- e. Investigation and follow-up of communicable diseases and outbreaks, including food- and water-borne diseases.

- f. Analysis and interpretation of health-related data relevant to the control and prevention of communicable and non-communicable diseases
- g. Collection, analysis and interpretation of mortality information based on underlying cause of death
- h. Participation in the conducting of special studies and projects, especially those which integrate efforts among Department of Health programs and national surveys relating to health issues
- i. Dissemination of health-related data to health professional, policy makers and international bodies such as World Health Organization (WHO), Pan-American Health Organization (PAHO), Caribbean Epidemiology Center (CAREC), CARICOM, etc.
- j. Provision of health education information through various means to health professionals and the general public.

Programmes

(no programmes)

Section D: Records held [s5(1)d]

List and describe the classes of records held by the authority:

1. *Surveillance Reports.* (2012 to present). (Public Access).
 - a. Quarterly: newsletters to update health care providers and others on the situation of certain communicable diseases and syndromes in Bermuda and provide further information on local and international health events.
 - b. Annual: HIV/AIDS report – update on HIV/AIDS situation in Bermuda
2. *Surveillance Registers.* (2008 to present) (Exemption section 23 – personal information). Register of communicable diseases reported to the Unit, contains some personal identifiers. Data from this register is extracted and anonymized for contribution into the surveillance reports
3. *Communicable Disease Case Reports.* (2006 to present). (Exemption section 23 – personal information). Individual case reports of selected communicable diseases reported to the Unit, contains personal information
4. *Mortality Registers.* (2000 to present). (Exemption section 23 – personal information). Register of all deaths in Bermuda, contains personal identifiers. Data from this register is extracted and anonymized for contribution into the surveillance reports
5. *Data requests.* (last 3 years). Where the Unit provides anonymized data from the registers.
6. *Public Information Fact sheets* (2006 to present). (Public Access)
 - a. Cover Your Cough campaign
 - b. Fact sheets on various communicable diseases; for example, chikungunya, MERS-CO-V, Ebola, MRSA
 - c. Fact sheets on vaccine preventable diseases and common childhood illness; for example, measles, chickenpox, hand, foot and mouth
 - d. *Guidance on Infection Control in Schools and other Childcare Settings* (2014)
7. *Required International Reports.* (2005 to present). (Public Access upon publication).
 - a. World Health Organization: Malaria, TB, Health Indicators
 - b. Pan-American Health Organization: Vaccine-preventable diseases

- c. CAREC: Non-communicable Diseases, Syndromic Surveillance, Communicable Diseases, including Sexually Transmitted Infections and HIV/AIDS, Outbreak investigation reports, and Mortality
- d. CARICOM (via Dept. of Statistics): Selected Health Indicators, including HIV/AIDS, Mortality, Environmental Health, and Millennium Development Goals
- e. Caribbean Health Research Council: Caribbean Cooperation in Health Report

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *Surveillance Manual.2nd Edition* (2008). ESU. (Public Access). A Guide for Reporting & Investigating Communicable Diseases & Syndromes - Includes Sections on: public health surveillance in Bermuda, reporting procedures, diseases and syndromes under surveillance, case definitions for syndromes and selected diseases, outbreak investigations, reporting and investigation forms
2. *Standard Operating Procedures for the Nurse Epidemiologist*. (Updated: February 2013). ESU. (Public Access). Includes sections on: confidentiality, investigative procedures, case reports, referrals, laboratory results, outbreak investigations, interviewing persons regarding the Sexual Offences Act, hospital visits, informing the CMO of specific cases.
3. **Case management policies**. (2006 to present). All authored by ESU. (All Public Access).
 - a. *The Screening and Management of Methicillin Resistant Staphylococcus Aureus (MRSA) in the community*. (2011). Describes the management of MRSA in the community by ensuring that all occurrences of MRSA will be monitored and isolated as appropriate
 - b. *Respiratory cough etiquette policy*. (2009). Respiratory Hygiene/Cough Etiquette is a combination of measures designed to minimize the transmission of respiratory pathogens via droplet or airborne routes in healthcare settings.
 - c. *Sharps policy*. (2012). The Safe Disposal of Dirty/Used Needles and Syringes and Red Bag Waste in clinical settings in the community.
4. **Guidelines**
 - a. *A guideline for management of occupational exposures*. (2007). ESU. (public access). Describe how to eliminate and/or minimize the risk of transmission of blood-borne pathogens which include but are not limited to Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV) through occupational and non-occupational exposures to blood and body fluids.

Section F: Decision-making documents [s5(1)f]

Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]

1. *The Public Health Act 1949 (Part V) Communicable Diseases.* (1949). Government. (Public Access). Relates to notification, investigation and follow-up of persons with communicable diseases and infected articles/areas
2. *The Criminal Code (Sexual Offences) Act 1987.* (1987). Government. (Public Access). Relates to non-disclosure prior to exposure of HIV and Hepatitis B
3. *International Health Regulations (IHR) 2005.* (2005). World Health Organization. (Public Access). Relates to capacity to detect and notify the World Health Organization through IHR Focal Points of Public Health Emergencies of International Concern

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. Shauna Sylvester c/o Paulette Richardson <i>Re: Epidemiology and Surveillance Unit</i>
Hand deliver to	Continental Building, 25 Church Street, Hamilton HM 12
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Tel	278-4906
Email*	prichardson@gov.bm Add subject line: PATI request re Epidemiology and Surveillance Unit

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>
2. The legislation listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Annual Budget:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure of the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].


Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

Locations of Information Statement (*Confirm copies of Information Statement are available at*):

• Office: Ministry of Health Headquarters, Continental Building, Church Street, Hamilton	Y
• The Bermuda National Library	Y
• The Bermuda Archives	Y
• Available electronically at:	
• PATI website https://www.gov.bm/public-access-information-pati	Y
• Ministry website https://www.gov.bm/ministry/health-and-seniors	Y
• With the Information Commissioner.	Y
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y

Date Information Statement was updated: *Date:* 1st November 2016

Sign: 

Name: D. DeRoza
Post: Assessment Officer, Epidemiology and Surveillance Unit

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

**Information Statement
 for Ageing and Disability Services
 (of the Ministry Headquarters Authority)**

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the Ageing and Disability Services (ADS) Section of the Ministry Headquarters Authority. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines.

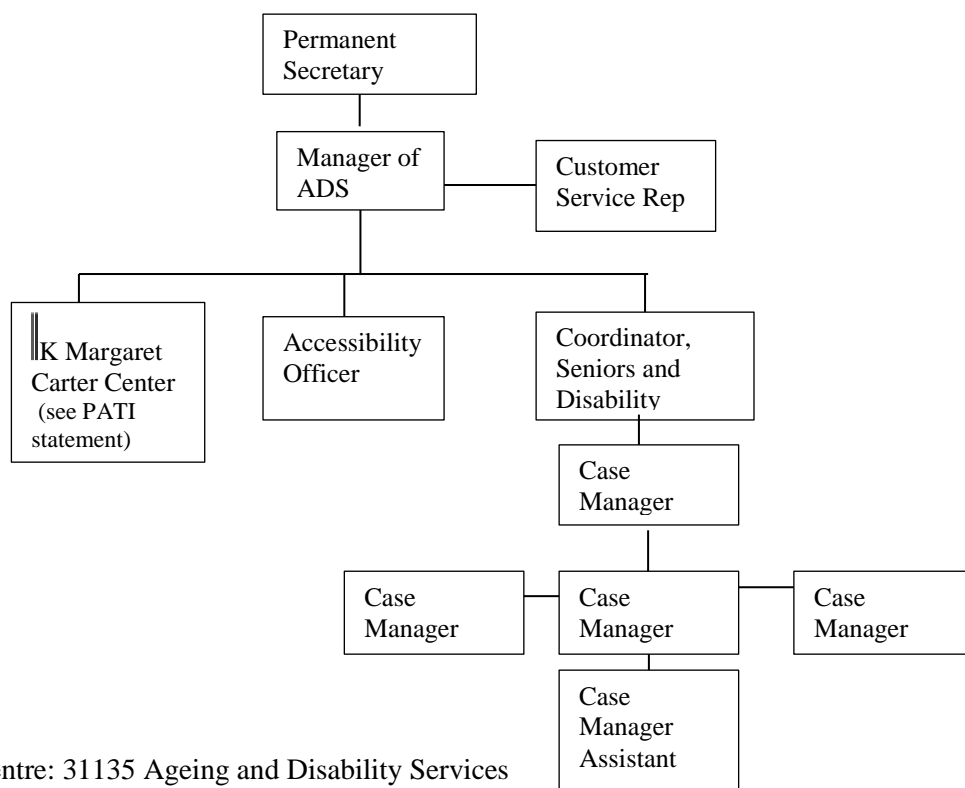
Key, including definitions

- ADS means Ageing and Disability Services (formerly National Office for Seniors and the Physically Challenged (NOSPC))
- Authority means the Ministry Headquarters

- Ministry means the Health and Seniors
- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Insert structure of Authority (a chart – if helpful, and some explanatory text):



- Cost Centre: 31135 Ageing and Disability Services
- Cost Center: 31160 K Margaret Carter Center

In September 2015 NOSPC was renamed Ageing and Disability Services (ADS, see section C for more information)

Insert Governing Legislation:

Senior Abuse Register Act 2008

Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]

Insert power, duties and functions of the Authority (cite Act or Policy):

- General functions of the Minister** under the Senior Abuse Register Act 2008
 - The Minister appoints a public officer to be the Registrar of Senior Abuse.
 - The Minister may make regulations for carrying out of the purposes of this Act, including—
 - prescribing the form of any application or appeal under this Act; and
 - prescribing anything which is to be prescribed under this Act.

2. Functions of Ageing and Disabilities Services (ADS)

- a. Under the Senior Abuse Register Act 2008 the Manager of ADS is the appointed Senior Abuse Registrar. Responsibilities include:
 - i. To cause investigation into allegations of senior abuse
 - ii. Instigate and ensure interventions that protect the safety and well-being of seniors who are suspected of being victims of senior abuse
 - iii. Maintain the Register of persons convicted of senior abuse.
- b. Under the Residential Care Home and Nursing Home Act and Regulations the Chief Medical Officer has delegated responsibility to ADS to perform the administrative functions of care home registration, maintenance of the care home register and the coordination of inspections and complaint investigations regarding regulatory non-compliance.

Section B2: Obligations under PATI Act [s5(1)b]

(same for all public authorities)

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

In September 2015 the National Office for Seniors and the Physically Challenged (NOSPC) was renamed Ageing and Disability Services (ADS) to better reflect their mandate of providing services to persons with cognitive, developmental and physical disabilities and the broader concept of ageing-related needs within our community and care systems.

The mission of ADS is to facilitate improved quality of life for seniors and persons with physical and intellectual disabilities through assurance, coordination and delivery of programs in collaboration with a public-private network of stakeholders:

Services

- a. General information services. Provides general information to seniors and persons with disabilities regarding existing community or government resources.
- b. Policy and program development. ADS facilitates the planning, development and coordination of policies and programs for seniors and persons with physical and intellectual disabilities. Policy development and implementation is done in collaboration with public and private stakeholders.
- c. Accessibility consultation. The Accessibility Officer provides advice, regarding accessibility requirements and best practices to government and private entities, primarily in the area of the Bermuda Building Codes.
- d. Public Education and Awareness. ADS develops and implements public education and awareness events to enhance the community's understanding of services, actions and issues pertaining to persons with disabilities and ageing.
- e. Case management services. Case management primarily targets frail, older or disabled persons who are functionally impaired and require assistance in their daily lives. Family caregivers of such clients are also eligible for case management services. Case Management services include:
 - i. needs assessment;
 - ii. facilitation of care coordination with existing services;
 - iii. assistance in identifying and accessing required services to ensure the health and wellbeing of the individual and/or their family caregiver.
- f. Operationalization of the Senior Abuse Act. The Manager of Ageing and Disability Services is the Senior Abuse Registrar which results in the following activities:
 - i. Receives senior abuse referrals
 - ii. Investigates or ensures investigation into any senior abuse referral received.
 - iii. Case management to identify and facilitate interventions that protect the safety and well-being of persons referred under the senior abuse process.
 - iv. Maintenance of the Register of persons convicted of senior abuse and allows access to persons authorized for such.

- g. Ensures Compliance with Residential Care Homes and Nursing Homes Act and Regulations. ADS is responsible for the administration, coordination of the registration and oversight of care homes. This includes:
- i. Receives and reviews initial applications for care home registration and coordinates the registration process across multiple government departments.
 - ii. Coordinates the Elder Care Team to conduct annual inspections of the homes to determine compliance with legislative requirements on an on-going basis and as part of the re-registration process.
 - iii. ADS receives complaints regarding non-compliance and concerns regarding quality of care within care homes and investigates, or causes an investigation by the appropriate Elder Care Team member, to ensure resident safety and wellbeing.
 - iv. ADS works with care home administrators to increase capacity to improve standards of care within the homes.
- h. Home care provider registration- Home care providers, who are to be paid through a government funded home care benefit are required to register with ADS to receive a basic security vetting and verification of training and/or professional qualifications.

Programmes

The K Margaret Carter Center, formerly known as Opportunity Workshop and Orange Valley, provides a range of programs for persons with disabilities. Please see KMCC's individual PATI statement for more details.

Section D: Records held [s5(1)d]

List and describe the classes of records held by the authority:

1. *Register of residential care homes and nursing homes.* (since 2015). Government of Bermuda. (Public Access). A list of the care homes that are registered have been approved to operate in accordance with the legislation.
2. *Residential Care Home and Nursing Home files.* (since 2010). Public Access. Care home files include all necessary documentation required for initial registration and annual re-registration; and documentation pertaining to complaints, investigations and required follow up actions for each home.
3. *Senior Abuse Register and case files* (since 2009). Government of Bermuda. (exemption s23-personal information). This is a register of persons who have been convicted of Senior Abuse. The Register is confidential with the exception of a person who employs, or intends to employ, a person as a care worker. Such an employer may submit a written request to the Registrar, to determine whether a person is on the Register. The employer who receives the information must treat the information as confidential. Case files include detailed information pertaining to the senior abuse risk referral, investigation and interventions.

4. *Case Management files.* (since 2008). (Exemption section 23 – personal information). Clients’ records developed during the case management process including: assessments, ongoing case notes, care coordination communication and referrals.
5. *Educational and information pamphlets.* These pertain to key areas targeting ADS’ clients including information regarding: accessibility, enduring powers of attorney, personal caregivers, and selecting residential care homes.

Section E: Administration manuals [s5(1)e]

Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:

1. *Residential Care Home and Nursing Home Report Card.* Outlines existing legislative requirements and standards used as guidelines to determine compliance. (under revision) (since 2015). ADS, Government of Bermuda. (Public Access)
2. *Registration Process and Checklist for Residential Care Homes and Nursing Homes* (2012, under revision) ADS. Government of Bermuda. Outlines the process and requirements for initial registration of a care home.
3. *National Association of Social Workers: Social Work Case Management Standards of Practice (2013).* National Association of Social Workers. USA. (Public Access). The Case Management Standards outline the values, knowledge, methods, and skills needed to practice case management competently.
4. *National Association of Social Workers: Code of Ethics (2008).* National Association of Social Workers. USA. (Public Access). The Code of Ethics is a guide used by case management for professional conduct in their service delivery.

Note, as a result of the 2015 organizational changes to ADS, administrative manuals are under substantial revision and/or development. These will be listed once complete.

Section F: Decision-making documents [s5(1)f]

Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]

1. *Residential Care Homes and Nursing Homes Act (RCHNH Act).* (1999). Government of Bermuda. (Public Access). This Act requires the registration of residential care homes and nursing homes. Such facilities are described as any establishment where board and personal care are provided for two or more persons who are: a) 65 years of age or older, b) disabled, or c) 65 years of age or older and disabled.
2. *Residential Care Homes and Nursing Homes Regulations.* (July 2001). Government of Bermuda. (Public Access). The Regulations set the standards to be met to register and maintain registration as a residential care home or nursing home. The standards are designed to protect the safety and well-being of the residents.

3. *Bermuda Building Code*. (2014). Government of Bermuda. (Public Access). The Code is used in conjunction with the RCHNH Act and Regulations to determine approval for a new care home and any future structural changes to the home. It is also used as the reference tool for accessibility standards for consultation and advice by the Accessibility Officer.
4. *Senior Abuse Register Act*. (2008). Government of Bermuda. (Public Access). The Act sets the decision making framework for investigation and interventions regarding senior abuse by:
 - a. defining and creating an offence of senior abuse;
 - b. authorizing investigations and interventions in cases of suspected abuse,
 - c. requiring the mandatory reporting to the Registrar of abuse, and
 - d. creating a Register of persons convicted of senior abuse and criteria to view information on the register and to be removed from it.
5. *Additional legislation that defines, authorizes and assists decision making in relation to Senior Abuse and interventions possible under case management, includes:*
 - a. *Powers of Attorney Act*. (1944, consolidated to 1989). Government of Bermuda. (Public Access). The Act governs the appointment of a legal representative for persons deemed unable to make decisions for themselves.
 - b. *Domestic Violence Protection Order Act 1977*. Government of Bermuda. (Public Access). Establishes the circumstances under which the Senior Abuse Registrar is able to make application for a protection order on behalf of a senior.
 - c. *Mental Health Act 1968 and Rules*. Government of Bermuda. (Public Access). Enables a receiver to be appointed for individuals who have diminished capacity and require a responsible person to make decisions regarding their property and affairs.
6. *Home Care Provider Registration Policy* (2015). Ageing and Disability Services. (Public access). Outlines the policy and procedure for the registration of home care providers.
7. *National Policy on Disabilities* (2006). NOSP. (Public access). Government of Bermuda. This policy sets the guiding principles, goals and objectives in the areas of access, education, communication, training, health, housing and transportation.

Section G: How to Contact the Information officer and Make a Request [s5(1)g and (h)]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by

the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. Shauna Sylvester c/o Ms Paulette Richardson Ministry of Health and Seniors <i>Re: Ageing and Disability Services</i>
Visit	Continental Building, 25 Church Street, Hamilton
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Email*	prichardson@gov.bm <i>Add subject line: PATI request re Ageing and Disability Services</i>
Tel	278-4906

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>.
2. The legislation listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Annual Budget:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure for the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

Locations of Information Statement (*Confirm copies of Information Statement are available at*):

- Office: Continental Building, 25 Church Street, Hamilton HM 12 Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Ministry website <https://www.gov.bm/ministry/health-and-seniors> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: 1st November 2016

Sign:



Name: Keeona Belboda

Post: Manager, Ageing and Disability Services

Ends



GOVERNMENT OF BERMUDA
Ministry Of Health and Seniors

Information Statement
for K Margaret Carter Centre
 (administered under Ageing and Disability Services of Ministry Headquarters)

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the K Margaret Carter Centre, administered under Ageing and Disability Services, Ministry Headquarters Authority. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines

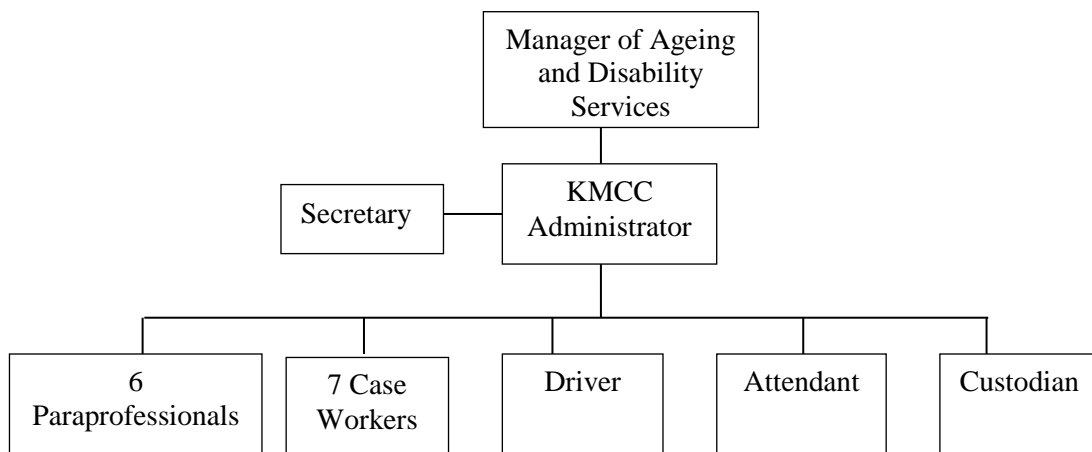
Key, including definitions

- ADS means Ageing and Disability Services (formerly National Office for Seniors and the Physically Challenged (NOSPC))

- Authority means the Ministry Headquarters
- KMCC means the K Margaret Carter Centre
- Ministry means the Ministry of Health and Seniors
- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Insert structure of Authority (a chart – if helpful, and some explanatory text):



Cost Center: 31160 K Margaret Carte Centre

In October 2013 Opportunity Workshop and the Orange Valley Center were merged into a single entity called Opportunity Workshop. In May 2015, Opportunity Workshop was renamed the K Margaret Carter Centre (see section C – services for more information)

Insert Governing Legislation:

The Public Health Act, 1949

Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]

Insert power, duties and functions of the Authority (cite Act or Policy):

There are no legislated junctions, powers or duties for the Centre

Section B2: Obligations under PATI Act [s5(1)b]

(same for all public authorities)

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],

2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

Insert a summary of services and programmes provided by the authority:

In October 2013 the Orange Valley Center was merged with, and relocated to, Opportunity Workshop,. This was done to provide a continuum of care and efficiency reasons. In May 2015, Opportunity Workshop was renamed the K Margaret Carter Centre. This was to recognize the role of K Margaret the founder and long time chair of the Bermuda Physically handicapped association dedicated to improving the quality of life of people with disabilities. The name change was complemented by the adoption of a new model of care.

K. Margaret Carter Centre (KMCC) is a government managed training center. The aim of KMCC is to promote service delivery that is dedicated to improving the quality of life of persons with disabilities. This is achieved by preparing and providing them with meaningful work experience in an integrated community or extended (sheltered) employment through vocational, rehabilitation and supervised work experience. KMCC offers the following programs:

1. **Employment & Training Program.** The Employment Program encourages clients with mild disabilities to unlock unrealized potential and assist them in becoming less dependent, more self-directed and socially active participants in their community by acquiring work and / or volunteer skills to retain full- time or semi employment.
2. **Production Centre Program.** In the production center program, persons with disabilities perform a variety of tasks and acquire on the job training that enhances workplace skills.

<p>Clients are trained in specific job skills, work place etiquette and other disciplines.</p> <p>3. Wellness Program. It is the mission of the Wellness Program to encourage clients to develop healthier lifestyle choices to lower health risk factors, improve well-being and maintain a productive, active work environment.</p> <p>4. Treatment Program. Occupational therapy is a healthcare service in which an occupational therapist is skilled in the assessment and treatment of individuals who are limited by physical injury or illness, psychological dysfunction, developmental or learning disabilities, or the aging process through the use of purposeful activity and adaptive equipment and technology in order to maximize independence, prevent disability and maintain health.</p> <p>5. Functional Skills Program. Addresses life skills that persons use every day, in different environments. The outcome of the program, when successful, is a direct increase in personal independence in those with autism, intellectual disabilities and related disorders.</p> <p>6. Adult Day Centre Program. Provides social, recreational and community awareness activities to meet the needs of our older (ages 40+), learning and physically disabled clients who are no longer apt to benefit from intense training in vocational and functional skills.</p>
<p>Section D: Records held [s5(1)d]</p> <p><i>List and describe the classes of records held by the authority:</i></p> <ol style="list-style-type: none"> 1. <i>Client records.</i> (2013). (Exemption section 23 - personal information). Demographic and contact information for each client, client care plans and assessments. 2. <i>Brochures: KMCC Brochure</i> (2013). (Public Access). Details the programs available at the Centre.
<p>Section E: Administration manuals [s5(1)e]</p> <p><i>Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:</i></p> <ol style="list-style-type: none"> 1. <i>Programme Profile for KMCC</i> (2013). (Public Access). Describes each programme available at KMCC including the outcomes expected and services to be received.
<p>Section F: Decision-making documents [s5(1)f]</p> <p><i>Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporate; [Interpretation Act, 1951]</i></p> <ol style="list-style-type: none"> 1. <i>Functional Inventory Skills Handbook (F.I.S.H)/Becker Work Adjustment Profile</i> (2009). (Public Access). These are screening tools to determine a person's ability to perform certain functional activities. They were developed for special education teachers, para-educators, and parents working with individuals with severe developmental disabilities. 2. <i>KMCC Policies</i> (draft 2016) (Public Access). Policies pertaining to admission, assessment, service provision, challenging behaviors, program participation and termination for any program at KMCC.

Section G: The Information officer [s5(1)g]

Insert name and contact information:

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).


Contact	PATI Information Officer, Ms. Shauna Sylvester c/o Ms. Paulette Richardson c/o Ministry of Health and Seniors <i>Re: K Margaret Carter Centre</i>
Visit	Continental Building, 25 Church Street, Hamilton HM 12
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Tel	278-4906
Email*	prichardson@gov.bm <i>Add subject line: PATI request re Ageing and Disability Services</i>

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>.
2. The legislation listed in this document may be found at Bermuda Laws Online www.bermudalaws.bm.
3. **Annual Budget:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm; then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]	
<i>At November 2016 the Regulations do not specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:</i>	
<ol style="list-style-type: none"> Log of PATI information access requests: To be provided upon request and with personal identifiers deleted. Contracts: Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]. Expenditure: Quarterly expenditure of the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H) Salaries: The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)]. 	
Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]	
Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:	
Locations of Information Statement (<i>Confirm copies of Information Statement are available at:</i>)	
<ul style="list-style-type: none"> Office: Continental Building, 25 Church Street, Hamilton HM 12 The Bermuda National Library The Bermuda Archives Available electronically at: <ul style="list-style-type: none"> PATI website https://www.gov.bm/public-access-information-pati Ministry website https://www.gov.bm/ministry/health-and-seniors With the Information Commissioner. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	
	Y
Date Information Statement was updated:	<i>Date:</i> 1 st November 2016
<i>Sign:</i> 	
<i>Name:</i> Keeona Belboda	
<i>Post:</i> Manager, Ageing and Disability Services	
Ends	