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
- 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 and 31040

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. The OCMO has 8 established posts and one part-time pharmacy consultant.

Insert Governing Legislation:

Main legislation: The Public Health Act, 1949
Other legislation: see list in section B1(5)

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 the Office of the CMO

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bermuda Health Council Act 2004</td>
<td>Act as an Ex-Officio on the Board</td>
</tr>
<tr>
<td>Bermuda Hospitals Board Act 1970</td>
<td>Act as an Ex-Officio on the Board</td>
</tr>
<tr>
<td>Criminal Code Act 1907</td>
<td>Responsibilities around the termination of pregnancies.</td>
</tr>
<tr>
<td>Act</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Customs Department Act 1952</td>
<td>Allows the Chief Medical Officer to direct immigration officers to act as per the Quarantine Act 2017.</td>
</tr>
<tr>
<td>Employment Act 2000</td>
<td>The Chief Medical Officer can receive a protected disclosure from an employee acting as a whistleblower.</td>
</tr>
<tr>
<td>Good Governance Act 2011</td>
<td>The Chief Medical Officer can receive a protected disclosure from an employee acting as a whistleblower.</td>
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<tr>
<td>Good Governance Act 2012</td>
<td>The Chief Medical Officer can receive a protected disclosure from an employee acting as a whistleblower.</td>
</tr>
<tr>
<td>Health Insurance Act 1970</td>
<td>The Chief Medical Officer serves on the Health Insurance Committee.</td>
</tr>
<tr>
<td>Medical Practitioners Act 1950</td>
<td>Regulation and oversight of registered medical practitioners.</td>
</tr>
<tr>
<td>Misuse of Drugs Act 1972</td>
<td>Determines what are controlled drug and licensing requirements for importation and distribution.</td>
</tr>
<tr>
<td>Pembroke Parish Public Cemetery Act 1907</td>
<td>Historic approval from the CMO for the Council to purchase land for a cemetery.</td>
</tr>
<tr>
<td>Pharmacy and Poisons Act 1979</td>
<td>Regulation of pharmacies, facilities and importation of drugs.</td>
</tr>
<tr>
<td>Public Health Act 1949</td>
<td>Responsibility for prevention, control and monitoring of communicable diseases, vaccinations,</td>
</tr>
<tr>
<td>Quarantine Act 2017</td>
<td>Reporting to Public Health England and UK International Health Regulations National Focal Point, UK IHR NFP, receiving directives from UK IHR NFP, coordinating directives with the Quarantine Authority and advising the Quarantine Authority on the implementation of the directives; determining local practices for controlling public health events.</td>
</tr>
<tr>
<td>Registration (Birth and Deaths) Act 1949</td>
<td>Notification of births and deaths must be made to the Chief Medical Officer.</td>
</tr>
<tr>
<td>Day Care Centre Regulations, Regulation 15</td>
<td>Controlling Infectious diseases in day care centres.</td>
</tr>
<tr>
<td>Misuse of Drugs Regulations 1973</td>
<td>The importation of controlled drugs.</td>
</tr>
<tr>
<td>Pharmacy and Poisons (Control Prescriptions) Regulations 1979</td>
<td>Ensuring the proper format of the prescription drug and updating drug Schedules (prescribed and over counter).</td>
</tr>
<tr>
<td>Regulation</td>
<td>Requirement</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Public Health (Food) Regulations 1950</td>
<td>Communicable diseases in food handlers must be reported to the Chief Medical Officer.</td>
</tr>
<tr>
<td>Public Health (Hairdressing Establishments) Regulations 1955</td>
<td>Persons suffering from a communicable disease may be reported to the CMO.</td>
</tr>
<tr>
<td>Public Health (Milk and Dairyfarm) Regulations 1952</td>
<td>Any employee suffering from a communicable disease must be reported to the CMO.</td>
</tr>
<tr>
<td>Public Service Commission Regulations 2001</td>
<td>The CMO is chairperson of Staff Medical Board.</td>
</tr>
</tbody>
</table>

**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), and World Health Organization (WHO)

**INTERNATIONAL MEMBERSHIPS**

- Pan American Health Organization (PAHO)
- World Health Organization (WHO)
- Caribbean Public Health Agency (CARPHA) (formerly Caribbean Epidemiology Centre (CAREC))
- 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:*

The work of the OCMO focuses on 5 main areas:

1. **Registration of healthcare professionals and facilities:** monitors the credentials and qualifications of health professionals, their standards of practice and the safety and quality of care in healthcare facilities, such as diagnostic laboratories and pharmacies
   - Registration and re-registration for medical practitioners and pharmacies
   - Handles complaints from the public against medical practitioners.
   - Provides Letters of Good Standing for registered medical practitioners
   - Forwards requests for registration, re-registration or complaints against healthcare professionals other than medical practitioners to the Bermuda Health Council as of April 2020.

2. **Drugs Control Services:** monitors the importation and export of controlled (banned) drugs and related products to assure these items are safe and are delivered to the appropriate persons, and for reporting and compliance to INCB.
   - Issues personal and commercial importation licenses for controlled drugs
   - Assists individuals who want permission to import banned drugs for medical reasons

3. **Epidemiology and Surveillance Unit Services:** monitors the occurrence of diseases in the island, both infectious disease (communicable diseases) and some chronic non-communicable diseases to help prevent and control these diseases.
   - Receives reports and investigates possible outbreaks of infectious diseases
   - Advises healthcare professionals and the public on managing infectious diseases which have the potential to spread widely in the community
   - Provides information to the public on disease prevention and control
   - Conducts intermittent community health surveys and assessments
   - Provides health education presentations to workplaces, schools, government departments and other institutions, as required

4. **Public Health Focal Point Services:** for communications from international agencies related to health.
   - Reports occurrences of local disease outbreaks to international authorities for guidance and advice
   - Receives notifications of travellers arriving in Bermuda with specific infectious diseases so that control measures to protect the public can be put into place.
5. **Statutory Function Services**: puts into action many duties related to health which are required by Bermuda laws, such as granting permission for burials, relief of Customs duty, advising government on health matters and serving on statutory boards and councils.

- Issues Customs letters approving importation of personal medications or commercial drugs
- Considers request for Customs duty exemption of medical devices according to Tariff Code regulations
- Issues letters of approval for burials, overseas transfer of remains, disinterment
- Approves requests for funding of emergency overseas medical care by the Lady Cubitt Compassionate Association (LCCA)

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
   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

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

**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 [https://www.gov.bm/mental-health](https://www.gov.bm/mental-health)

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: Standing Operating Procedures for administrative tasks and Epidemiology and Surveillance Unit procedures (working documents).

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:

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)). 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.
   c. Standards of Practice for Physicians (2020). Bermuda Medical Council. (public access). Describes the standards to which registered practitioners are expected to abide.

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,
Mr Joshua Correia
Ministry of Health
Re: Office of the CMO

Hand deliver to
Continental Building, 25 Church Street, Hamilton

Mail*
PO Box HM 380, Hamilton HM BX, Bermuda

Email*
mohipati@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-senior

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)].

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**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 Bdlg, 25 Church St, Hamilton  
  - Y
- The Bermuda National Library  
  - Y
- The Bermuda Archives  
  - Y
- Available electronically at:
  - Y
  - 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?  

**Date Information Statement was updated:**  

*Date: January 6, 2020*

**Sign:**  

![Signature]

**Name:** Dr. Cheryl Peek-Ball  

**Post:** Chief Medical Officer, Ministry Headquarters Public Authority

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*Ends*