

Information Statement

Public Authority: Bermuda Hospitals Board (BHB)

Introduction

The following document is the information statement for the Bermuda Hospitals Board (the "Board"). Every public authority covered by the Public Access to Information Act (PATI Act) has a legal duty to maintain an information statement.

The purpose of this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively access public information and to develop a culture of openness.

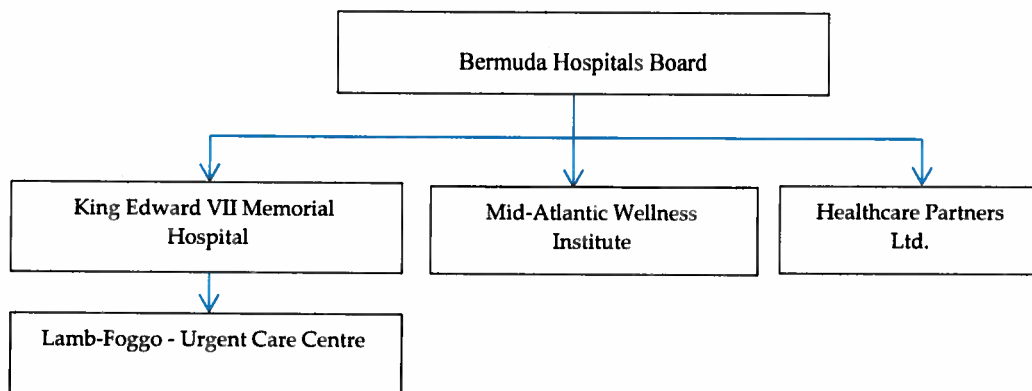
The information provided includes: Organizational structure of the Board, governing legislation, functions and powers, services and programmes, information held - grouped in to decision making, administrative or other record, further information (includes financial), contact details for the information officer and locations of the information statement.

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

Insert governing legislation:

Bermuda Hospitals Board Act 1970 (as amended) and regulations made thereunder

The Bermuda Hospitals Board (the "Board") is a body corporate established under the Bermuda Hospitals Board Act 1970 (the "Act"), establishing the Board which operates the hospitals, which term includes King Edward VII Memorial Hospital and Mid Atlantic Wellness Institute. The Act sets out the Board's powers and duties and establishes a comprehensive regime under which the Board operates. The mandate of the Board is to have general charge and management of the hospitals and overall responsibility for the provision of health services as defined in the Act.



Legislation

Bermuda Hospitals Board Act 1970 (as amended) and regulations thereunder

Mental Health Act 1968 (as amended) and regulations thereunder

Composition of the Bermuda Hospitals Board

The Hospitals Act 1970 mandates that the Board includes:

Voting Members:

- between seven and ten members, each of whom shall be appointed by the Minister by notice published in the Gazette.

Ex-Officio Voting Members:

- President of the Women's Hospital Auxiliary
- One person nominated for appointment by Bermuda Hospitals Charitable Trust (BHCT)

Ex-Officio Non-Voting Members

- The Chief of Staff;
- The Chief Medical Officer;
- The Permanent Secretary of the Ministry for Health

Composition of the Senior Management Team as of 1/1/2015:

- Chief Executive Officer
- Chief Financial Officer
- Chief of Staff
- Chief of Psychiatry
- Chief Nursing Officer
- Chief Operating Officer (KEMH)
- Chief Operating Officer (MWI)

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

Mandate of the Board (s.6 BHB Act)

The Board has general charge and management of the hospitals and any movable and immovable property relating to the Board; it also has overall responsibility for the provision of health services. The Board is mandated to:

- (a) administer the hospitals and the provision of health services in an efficient manner and in such a way as to promote the welfare of patients;
- (b) so far as funds at its disposal permit, promptly make available at the hospitals modern methods of treatment of the sick and infirm, and use such methods in the provision of health services;
- (c) co-ordinate the administration and operation of the hospitals and the provision of health services;
- (d) make recommendations to the Minister on the development of the hospitals and the hospital service, on the provision of health services and on such matters as the Minister may refer to the Board; and
- (e) give effect to any directions given by the Minister under section 24.

The Board may also, subject to the provisions of the Hospitals Act 1970:

- (a) build, construct or erect, or cause to be built, constructed or erected, any building; or
- (b) carry out, or cause to be carried out, any works, upon any land owned by, or under the control of, the Board where such building or works are calculated to facilitate, or are conducive or incidental to, the discharge of any function of the Board.

Section B: 2) Obligations under PATI Act [s5(1)b]

- (1) To provide an **information statement** for the public and promulgate it,
- (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 Board
 - (b) Log of all information requests and their outcome
 - (c) Quarterly expenditures (upon request) [s6(5)]
 - (d) Contracts valued at \$50,000 or more [s.6(6)]
- (3) To **respond to information requests** in a timely manner [ss.12-16]
- (4) To **track information requests**, and provide this data to the Information Commissioner
- (5) To respond to requests from the Information Commissioner [s9]
- (6) To **amend personal information** held by the Board 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 required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - (a) **Fees for Requests for information**
 - (b) **Management and maintenance of records**
 - (c) **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: Programmes and Services - [s5(1)c]**Services provided by the Bermuda Hospitals Board pursuant to the Bermuda Hospitals Board Act 1970:**

- (a) administer the hospitals and the provision of health services in an efficient manner and in such a way as to promote the welfare of patients;
- (b) so far as funds at its disposal permit, promptly make available at the hospitals modern methods of treatment of the sick and infirm, and use such methods in the provision of health services;
- (c) co-ordinate the administration and operation of the hospitals and the provision of health services;
- (d) make recommendations to the Minister on the development of the hospitals and the hospital service, on the provision of health services and on such matters as the Minister may refer to the Board; and
- (e) give effect to any directions given by the Minister under section 24.

Provision of health services by other persons or entities:

- (a) the Board may enter into agreements (including partnering arrangements or joint ventures) with other entities for the provision of health services, including at places other than hospitals; and
- (b) where an entity provides health services the Board may authorize that entity to exercise any functions that the Board may exercise in relation to hospitals.

Stakeholder Engagement: Stakeholders have involvement at BHB through the Board and its Committees. BHB Committees, such as the Ethics Committee, also include community representation. Strategic developments include specific stakeholder outreach, and BHB leaders are involved in healthcare related community organizations, Government groups and quangos (e.g. Bermuda Health Council).

People: Approximately 1,800 people are employed by BHB. Of this number, approximately 70% are Bermudian and 30% are guest workers.

Operations: See BHB's website at www.bermudahospitals.bm

Complaints and Queries Service: Patient and family complaints should be directed to the Patient Advocate Office on the third floor (or via email at patientadvocate@bhb.bm or telephone at 441-239-1920. Clinical complaints should be made in writing to the Quality & Risk Department.

CLINICAL DEPARTMENTS AND SERVICES (as mandated pursuant to section 10(1) of the Act.)

- (a) Medical
- (b) Surgical
- (c) Obstetrics/Paediatrics
- (d) Emergency Medicine
- (e) Geriatric Medicine
- (f) Diagnostic Medicine
- (g) Laboratory
- (h) Anaesthesiology
- (i) Dental
- (j) Psychiatry

PROGRAMMES & SERVICES PROVIDED BY:

(A) KING EDWARD VII MEMORIAL HOSPITAL

- Asthma Education
- Cardiology and Cardiac Diagnostics
- Clinical Dietetic Services
- Continuing Care
- Day Hospital
- Diabetes Education

Diagnostic Imaging
Dialysis Treatment
Emergency Services
Endocrinology
Home Care
Hospice Care
Hyperbaric and Wound Care
Intensive Care Unit
Laboratory and Pathology Services
Maternal-Child
Medical Social Work
Nephrology
Occupational Therapy
Oncology Services
Palliative Care
Pharmacy
Physiotherapy
Rehabilitation Services
Speech Pathology
Surgical Services

(B) LAMB FOGGO URGENT CARE CENTRE

Urgent Care
Diagnostic Services (x-ray, ultrasound, laboratory)

(C) MID-ATLANTIC WELLNESS INSTITUTE

Mental Health Services (adults, children and adolescents)
Community Outreach and Rehabilitation Services
Learning Disability Services
Vocational Rehabilitation
Substance Abuse Treatment
Community Homes (Mental Health and Learning Disability)

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

List and describe the classes of records held by the authority

- Accreditation Survey Report
- Annual Reports of the Board
- Board Agendas
- Contracts & Legal Agreements over \$50,000
- Executive Team Agendas
- Financial Updates
- Leadership Presentations
- Patient Satisfaction Reports
- Policies & Procedures
- Requests for Proposals
- Staff newsletters and notices

*The following information is either **not accessible** or **restricted** due to requirements of confidentiality or exemption under PATI Act 2010*

Employee Personnel Records, subject to those circumstances where disclosure may be allowed – (unless the information is being requested by the employee himself/herself)

Patient Medical Records

Information received in confidence

Cabinet Documents

Ministerial Directives – where disclosure would undermine free and frank discussion and advice between the Minister and the Board

Board Meeting Minutes – where disclosure could undermine free and frank discussion and advice during the course of the deliberative process

Operations of the Board – where disclosure could prejudice the effectiveness of operations of the Board

Legal Professional Privilege – where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege

Records for which disclosure would be in contempt of court or a breach of parliamentary privilege

Disclosure prohibited by other legislation

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

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

- (1) Bermuda Hospitals Board Policies & Procedures
- (2) Human Resources Policies & Procedures
- (3) BIU Collective Bargaining Agreement
- (4) BPSU Collective Bargaining Agreement
- (5) Standing Financial Instructions
- (6) Ministerial Directives

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

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

- (1) Bermuda Hospitals Board Policies & Procedures
- (2) Human Resources Policies & Procedures
- (3) BIU Collective Bargaining Agreement
- (4) BPSU Collective Bargaining Agreement
- (5) Standing Financial Instructions
- (6) Scheme of Delegation
- (7) Ministerial Directives

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

Insert name and contact information:

Requests for information shall be in writing and directed to the Bermuda Hospitals Board's Information Officer:-

Contact PATI Information Officer
Mrs. Debra L. Goins-Francis
General Counsel
Bermuda Hospitals Board
P.O. Box HM 1023
Hamilton HM DX
Tel: 441-239-2042
Email: debra.goinsfrancis@bhb.bm

Section H: Any Other 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]:

The Bermuda Hospitals Board regularly updates its website (www.bermudahospitals.bm) with its reports, publications and newsletters to keep the public informed. It is a comprehensive repository of information created and used by the Bermuda Hospitals Board to perform its function as the monitor and regulator as we attempt to enhance the healthcare system in Bermuda.

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

As at March 2015 there are no regulations to specify any requirements in this section

Note: The following shall be provided following the provision of PATI guidance

Public authorities are required to provide other information at regular intervals to the public [s6], incl:

- Log of access requests – upon request and with personal identifiers deleted.
- Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)]
- Quarterly expenditure – upon request.

And, the Minister shall publish a list of title and salary range of every post of public officers [s6(6)].

Fees for processing requests may be applied, depending on the type of information requested. Regulation 13 of the Public Access to Information Regulations 2014 provides that the fees prescribed in the Government Fees Regulations 1976 shall apply.

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(1-5), PATI Act]:

Locations of Information Statement: Will be determined later – when PATI implemented

Confirm copies of Information Statement are available at the following sites:

- Your principal office: 7 Point Finger Road, Paget, DV04, Bermuda Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority (www.bermudahospitals.bm) Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

Date Information Statement was updated: *Sign and Date:* March 30, 2015


Venetta Symonds
Chief Executive Officer

Ends