

Directory of Records

The Ottawa Hospital Directory of Records provides a listing of the types of records held by the hospital (as required by the Ontario Freedom of Information and Protection of Privacy Act). The Directory of Records is divided into eight (8) functional categories. Questions about the Directory of Records should be directed to the Freedom of Information Office (foi@toh.on.ca).

- ▶ Administrative and Governance
- ▶ Clinical Programs
- ▶ Communication and Public Relations
- ▶ Facilities, Planning and Support
- ▶ Finance
- ▶ Human Resources
- ▶ Information Services
- ▶ Medical Affairs

Administrative and Governance

Includes records related to the general administration and governance of the hospital, including records of the Board of Governors as well as those of the senior administrative groups.

Clinical Programs

Includes records related to the hospital's clinical programs, including provision of services, management of patient care, monitoring and evaluation of quality and safety.

Communication and Public Relations

Includes records related to the hospital's communications including employee communications, events, publications, media relations and community outreach.

Facilities, Planning and Support

Includes records related to the management of the hospital's property including, planning, construction, renovations, maintenance and repairs.

Finance

Includes records related to the management of the hospital's finances including, procurement and business development.

Human Resources

Includes records related to the management of employees and volunteers and the provision of benefits and services.

Information Systems

Includes records related to the management of the hospital's information technology and systems including, project management, system development, training, support and library services.

Medical Affairs

Includes records related to the management of physicians, residents and medical students and the provision of benefits and services.