

STATEMENT:

Freedom of Information Statement II Publication of Information

In accordance with Part II of the *Freedom of Information (FOI) Act 1982*, Bairnsdale Regional Health Service (BRHS) is required to publish certain statements relating to its functions, processes and documents held.

Statement 1: Organisation and functions

BRHS is a subregional health service located in Bairnsdale established under the *Health Services Act 1988*, and provides acute medical and surgical, obstetric, emergency, subacute, community and aged care services.

BRHS provides healthcare services to more than 40,000 people across the East Gippsland Shire covering an area of 21,000 square kilometres. Towns to benefit from the services of BRHS include Bairnsdale, Benambra, Bruthen, Buchan, Ensay, Lakes Entrance, Lindenow, Mallacoota, Metung, Omeo, Orbost, Paynesville, Swan Reach and Swifts Creek.

- Hospital services operate from the main campus in Day Street, Bairnsdale and include emergency services, acute and post-acute services, specialist consulting rooms, dialysis and oncology outpatient services, allied health outpatient services, radiology, pathology and residential aged care facilities.
- Community health services are located in both Bairnsdale and Paynesville providing outpatient allied health services, Planned Activity Group, and dental services in Bairnsdale. Outreach Planned Activity Groups are also located in Metung, Buchan, Bruthen, Lindenow and Paynesville.
- Outreach healthcare and education services are also provided throughout the region including allied health services at the Lake Tyers Aboriginal Trust and the Gippsland and East Gippsland Aboriginal Co-operative (GEGAC); outreach midwifery and maternal health, district nursing and in-home palliative care.

BRHS works in partnership and its services are complemented by other East Gippsland health services such as Gippsland Lakes Community Health, Omeo District Health, Orbost Regional Health and our Bush Nursing Centre colleagues.

Nature and Range of Services Provided

Acute & Sub Acute Health	Dialysis Emergency Services Geriatric Evaluation and Management Hospital in the Home (HITH) Medical Medical Imaging Obstetrics Oncology Paediatrics Palliative Care Pathology (through Gippsland Pathology) Pharmacy Rehabilitation Stomal Therapy Surgical Care Theatre Non–Emergency Patient Transport
Aged Care	Residential Dementia Residential High Care Residential Low Care Respite Care
Allied Health	Allied Health Assistants Cardiac Rehabilitation Group Diabetes Exercise Group Dietetics Falls Prevention Group Koori Hospital Liaison Mobility Group Occupational Therapy (including Hand Therapy and Lymphedema Management) Orthopaedic Rehabilitation Group Physiotherapy Pulmonary Rehabilitation Group Podiatry Social Work Speech Pathology
Ancillary	Medical Library Mental Health (through Latrobe Regional Hospital)
Community Health	Adolescent Health Breast Care Cardiac Rehabilitation Community Dental Health Program Continence Advisory Service Dental Diabetes Education Home Based Nursing Service (District Nursing) Hospital Admission Risk Program (HARP) Hospital in the Home (HITH) Needle Exchange Program Palliative Care Planned Activity Group (PAG) Post-Acute Care (PAC) Pulmonary Rehabilitation QUIT program – smoking cessation Women’s Health

Visiting Specialists	Audiology Cardiology Cognitive, Dementia and Memory Service Dietetics Gastroenterology General Physician General Surgeon Geriatric Medicine Gynaecology Ear, Nose and Throat Surgeon Infusion Nurse Low Fertility Clinic Low-Vision Clinic Neuropsychology Nephrology Oncologist Ophthalmologist Orthopaedics Outreach Polio Clinic (bi-annual) Paediatric Surgeon Paediatrician Physician Physiotherapy (Women's Health) Psychology Rehabilitation Cardiologist Renal Physician Rheumatologist Urologist Vascular Surgeon Women's Health Bairnsdale
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BRHS has full accreditation status from the Australian Council on Healthcare Standards. Further information about our organisation is provided in our Annual Reports, published each year and available upon request to the BRHS Communications Co-Ordinator or via our website www.brhs.com.au

Statement 2: Categories of documents

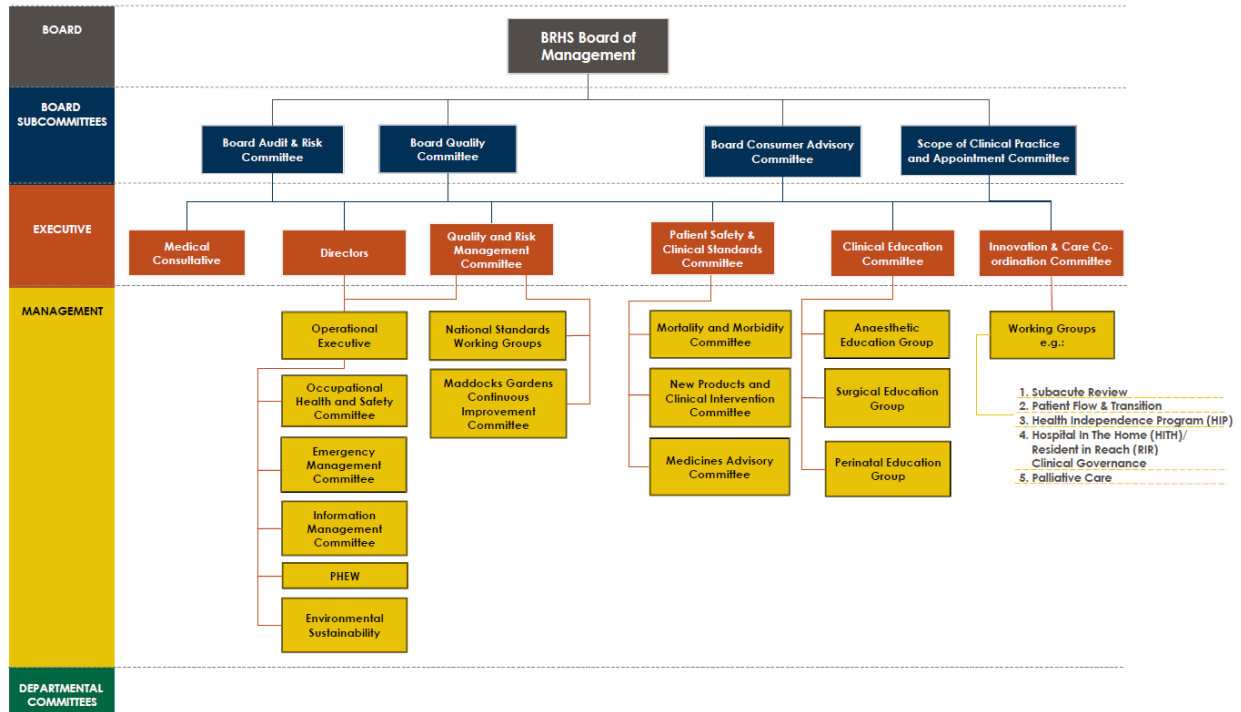
BRHS creates and maintains a large number of documents and records.

The types of documents that BRHS maintains include but are not limited to:

- policy, procedures and standards
- operational reports
- medical records
- registers
- correspondence

- meeting records for the following Committees and various working parties, departmental meetings and other groups:

BRHS COMMITTEE STRUCTURE TO SUPPORT GOVERNANCE



- financial records
- audio visual material
- staff records
- archival records

The definition of the word "document" is given broad scope in the FOI Act.

Examples of documents are books, maps, plans, drawings, audio-visual media, photographs and documents that could be produced in discrete form by the use of a computer or other equipment (e.g. material stored in a database, USB stick or hard drive). It does not include library material maintained for reference purposes.

The categories of documents in possession of BRHS and accessible under FOI are:

- Accident compensation rehabilitation records
- Accommodation records
- Administrative correspondence including:
 - Corporate notifications
 - General correspondence
 - Medicolegal correspondence
 - Alerts
- Annual and Financial reports
- Audit records
- Building and Planning permits and associated documents, including plans
- Business Plans
- Consumer feedback
- Dangerous Drug Records
- Dietary records for patients and residents
- Disclosures of conflicts of interest

- Donations
- Fundraising
- Grants
- Incidents
- Infection control
- Legal documents, including contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advices, and court documents but does not include documents prepared under legal privilege or commercial in confidence.
- Mailing lists
- Media releases and general advertising
- Medical records including:
 - Allied health
 - Community Services
 - Consulting Rooms
 - Dental
 - District nursing
 - Hospital
 - Residential care
- Occupational Health safety inspections
- Personnel records, organisational and staffing records and resource management records
- Photographs
- Policies, guidelines, strategies and plans, including their development and implementation
- Publications, including written health information and newsletters 17
- Quality program, reports and records of activities
- Requests for information under the *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Reports prepared by external consultants that are not prepared under legal privilege.
- Risk Management assessments
- Staff accident and injury records
- Staff education
- Standard Operating Procedures
- Stock ordering and supply
- Surveys, statistics, and data
- Tender evaluations
- Training material

Statement 3: FOI Arrangements

FOI requests must be in writing, in either the form of a letter, email or a completed FOI application form. Requests for personal information will not be processed without some form of identification.

Application forms are available at the hospital's Health Information Services Department or on-line from the BRHS website.

All requests should be addressed to:-

The Chief Health Information Manager
Bairnsdale Regional Health Service
PO Box 474

Bairnsdale VIC 3875

The request must include an application fee of \$25.70. Additional costs may be incurred for photocopying, searches, etc; refer to the FOI brochure.

The application fee will be waived if the applicant provides evidence that they receive social security benefits e.g. a current health benefits or social security benefits card.

Statement 4: Publications

BRHS produces a wide range of written health information throughout the organisation. Written health information is any information, including brochures, instruction sheets, poster, advertising fliers and/or information available to consumers via electronic or print media. Written health is distributed by the staff providing treatment, care and/or services.

The BRHS website has links to a wide range of publications available including the following:

- BRHS Newsletter 2008, 2009, 2010, 2011
- Media Releases
- Strategic Plan
- Organisational Chart
- Annual Reports
 - 2002/3 2008/9
 - 2003/4 2009/10
 - 2004/5 2010/11
 - 2005/6 2011/12
 - 2006/7 2012/13
 - 2007/8
- Financial Reports
 - 2003/04 2007/08
 - 2004/05 2008/09
 - 2005/06 2009/2010
 - 2006/07 2010/11
- Quality of Care Reports 2011/12, 2012/13
- BRHS Patient's Guide
- Terms of Trade
- Clinical Governance Framework
- Patient Rights and Responsibilities
- Privacy Statement
- Freedom of Information statement and information
- Freedom of Information application form

BRHS has a hospital medical library whose purpose is to serve the informational needs of the staff and students of the BRHS as well as major occupational groups with Community Health Service, Allied Health and Aged Care, Monash University medical and nursing students, Advance TAFE and accredited health science students (undergraduate and post graduate). The hospital library holds a small collection of approximately 1,000 books and access to over 3,000 electronic journals covering the health sciences and related subjects such as law, ethics, sociology and business administration.

Statement 5: Rules, policies and procedures

BRHS maintains a range of policy and procedural documents. A more exhaustive list is available on request. The office of the Chief Executive Officer should be contacted for further information regarding the BRHS rules, policies and procedures.

Statement 6: Report literature

Under section 11 of the FOI Act, BRHS must make a wide range of final reports and records of decisions relating to policy and the administration of policy available for inspection or purchase.

The literature listed below is considered of interest to the public:-

- Annual report
- Financial report
- Quality of Care report
- Victorian Patient Satisfaction Monitor

Revised: 1/7/2013

Title: Freedom of Information Statement 11 Publication of Information
Department: Medical Services
Approved By: Chief Executive Officer



ASSOCIATED DOCUMENTATION:
[Access to Patient Information Policy](#)

KEY LEGISLATION, ACTS and STANDARDS:
BRHS Hospital Patient's Guide

REFERENCES:
Bairnsdale Regional Health Service Freedom of Information Statement II Publication of Information 2013

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* Denotes author

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COMMITTEE FOR ENDORSEMENT: Information Management Committee

DEFINITIONS:

Word	Definition
Nil	