
Title:	Freedom of Information Statement II Publication of Information
Target Audience:	Organisation Wide

PURPOSE:

The purpose of this Statement is to outline Bairnsdale Regional Health Services' approach to complying 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 approximately 47,725 people across the East Gippsland Shire covering an area of 21,000 square kilometres. Towns that benefit from the services of BRHS include, but are not limited to, Bairnsdale, Benambra, Buchan, Ensay, Lakes Entrance, Lindenow, Mallacoota, Omeo, Orbost, Paynesville, Swan Reach and Swifts Creek.

- Health services operate from the main campus in Day Street and Ross Street, Bairnsdale and in the Bairnsdale central business district (CBD).
- These services include emergency services, acute and post-acute services, specialist consulting rooms, dialysis and oncology outpatient services, allied health outpatient services, radiology, pathology, residential aged care facilities and 'Resi in Reach'.
- Community health service is located in Bairnsdale providing outpatient allied health services, Planned Activity Group, and dental services. Outreach Planned Activity Groups are also located in Buchan, Lindenow and Paynesville.
- Outreach healthcare and education services are also provided throughout the region including allied health services at 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 Complete Health, Omeo District Health, Orbost Regional Health and our Bush Nursing Centre colleagues.

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Nature and Range of Services Provided

Acute & Sub Acute Health	<ul style="list-style-type: none"> Dialysis Emergency Services Geriatric Evaluation and Management Hospital in the Home (HITH) Koori Hospital Liaison Medical Medical Imaging Obstetrics Oncology Paediatrics Palliative Care Pathology (through Gippsland Pathology) Pharmacy Rehabilitation Stomal Therapy Surgical Care Theatre Non-Emergency Patient Transport Transitional Care Program Short Stay Unit Vaccinations COVID Screening
Aged Care	<ul style="list-style-type: none"> Residential Dementia Residential High Care Residential Low Care Respite Care Resi in Reach Program
Allied Health	<ul style="list-style-type: none"> Allied Health Assistants Aquatic Therapy Cardiac Rehabilitation Group Diabetes Exercise Group Dietetics Falls Prevention Group Mobility Group Occupational Therapy (including Hand Therapy and Lymphedema Management) Orthopaedic Rehabilitation Group Physiotherapy Pulmonary Rehabilitation Group Podiatry Social Work Speech Pathology

Title:	Freedom of Information Statement II Publication of Information
Target Audience:	Organisation Wide

Ancillary	Health Library Mental Health (through Latrobe Regional Hospital)
Community Health	Adolescent Health Breast Care Cardiac Rehabilitation Community Dental Health Program Continenence Advisory Service Dental Diabetes Education Home Based Nursing Service (District Nursing) Complex Care Hospital in the Home (HITH) Needle Exchange Program Pain Management Clinic Palliative Care Planned Activity Group (PAG) Post-Acute Care (PAC) Prostate Cancer Specialist Nurse Pulmonary Rehabilitation QUIT program – smoking cessation Women’s Health
Visiting Specialists	Cardiology Gastroenterology General Physician General Surgeon Gynaecology Haematology Lung Function Testing Nephrology Oncologist Ophthalmologist Orthopaedics Paediatric Surgeon Paediatrician Respiratory Physician Rheumatologist Urologist Vascular Surgeon

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

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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, standard and safety operating procedures
- operational reports
- medical records
- registers
- correspondence
- staff records
- volunteer records
- student records
- visitor records
- meeting records for the following Committees and various working parties, departmental meetings and other groups a list of the key meetings and the files they are stored in:
- financial records
- audio visual material
- 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
- Annual and Financial reports
- Audit records
- Building and Planning permits and associated documents, including plans
- Business Plans
- Consumer feedback
- Dangerous Drug Records
- Patient/Resident records for patients and residents
- Disclosures of conflicts of interest
- Donations
- Fundraising
- Grants
- Incidents

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- 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: (paper and electronic)
 - 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
- 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.
- Risk Management assessments
- Staff accident and injury records
- Staff education
- Standard and Safety Operating Procedures, Policies, 'How To', Guidelines
- Stock ordering and supply
- Surveys, statistics, and data
- Tender documents
- Training material

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Statement 3: FOI Arrangements

Valid FOI requests must be in writing, in either the form of a letter, email or a completed FOI application form. Requests submitted must be accompanied by a written consent to release information signed by the patient, their Next of Kin or legal guardian.

Requests for personal and health information will require copies of some form of personal identification (e.g. medicare card, driver's licence) before the request is processed within legislated timelines. 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 the FOI application fee which is subject to change in accordance with the FOI (Access Charges) Regulations. Additional costs may be incurred for photocopying, searches, etc; refer to the FOI brochure for a complete list of fees and charges.

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:

- Newsletters
- Media Releases
- Strategic Plan
- Organisational Chart
- Annual Reports
- Financial Reports
- Aboriginal Employment Plan
- BRHS Annual Procurement Activity Plan
- Quality of Care Reports
- BRHS Patient's Guide
- Terms of Trade
- Clinical Governance Framework
- Patient Rights and Responsibilities
- Privacy Statement – Access to Patient Information Policy & Organisational Information including Confidentiality
- Freedom of Information statement and information
- Freedom of Information application form

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BRHS has a hospital health 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 II 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 Healthcare Experience Survey

EVALUATION:

Statement will be reviewed and updated as required when the PROMPT review reminder falls due.

KEY WORDS:

Freedom, Information, Statement, Publication

ASSOCIATED DOCUMENTATION:

[Records Management Policy](#)

[Access to Patient Information Policy](#)

BRHS Hospital Patient's Guide

KEY LEGISLATION, ACTS and STANDARDS:

Freedom of Information Act 1982

Australian Council on Healthcare Standards

Victorian Protective Data Security Standards

REFERENCES:

Bairnsdale Regional Health Service Freedom of Information Statement II Publication of Information

AUTHOR/CIRCULATION:

Title:	Freedom of Information Statement II Publication of Information
Target Audience:	Organisation Wide

* Denotes author

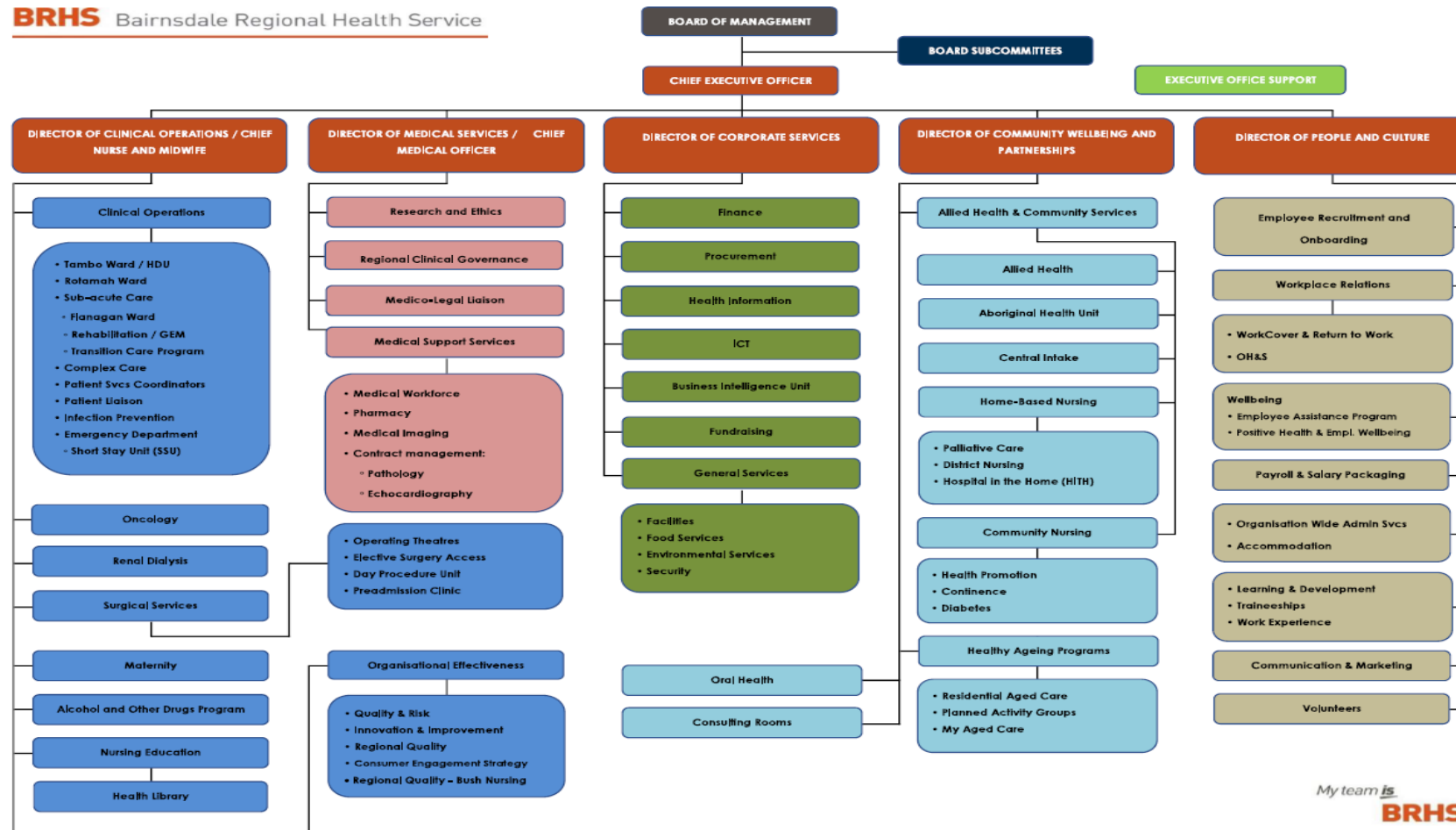
Name	Position	Service / Program
* Juliette Wenn	Chief Health Information Manager	Health Information Services
Bill Morfis	Director Corporate Services	Executive
Approved by Committee:	Information Management Committee	
Date:	31 May 2021	
Item Number:	nil	

DEFINITIONS:

Word	Definition
FOI	Freedom of Information
BRHS	Bairnsdale Regional Health Service
GEGAC	Gippsland and East Gippsland Aboriginal Co-operative

APPENDIX One:

BRHS Bairnsdale Regional Health Service



My team is
BRHS