

KGH Site Records Inventory

Most Responsible Office	Record Type
Governance	Articles of Incorporation, Letters patent, Bylaws, Register of Members, Legal Description Committees - Board of Directors
President and Chief Executive Officer	Accreditation - Hospital Committees - Joint Committees - KGH Committees - KGH - Executive Committees - Regional KGH Policy Manual Reports, Studies, Task Forces, Focus Groups - Corporate
Chief Operating Officer	Business Cases Capital Equipment Contracts and Agreements - Not for Profit, Revenue Source Correspondence - Ministry, LHIN (chronological) Surveys - Corporate
Clinical Administration Professional Practice and Chief Nursing Executive	Committees - Clinical Departments and Programs Committees - Practice Council Education - Patient Nursing Policy and Procedure Manuals
Medical Advisory Committee	Medical Advisory Committee - Joint
Medical Administration	Contracts and Agreements - PAIRO Medical Staff Files Medical Staff Files - contentious
Chief Financial Officer	Accounts Payable and Receivable Annual Financial Return Attendance Records, Timesheets, Payroll Summary Report Audited Financial Statements Banking Budget - from Ministry Budget - Operating Budget - Reports Contracts and Agreements - Purchased Service Financial Statements - Monthly Fiscal Advisory Committee Fiscal Operating Plan - KGH General Ledger Payroll
People Services and Organizational Effectiveness	Collective Bargaining - Collective Agreements Contracts and Agreements - Labour Credentialing - Regulated Health Professionals Dispute Resolution - Committees and Meetings Education Employee records Employee records (Departmental) Health and Safety - Reporting Incident Reporting - Employee Job Classification and Description Recruitment - Internal and External

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Health Information Services and Patient Registration	<p>Patient Record Patient Record – Child Patient Record – Cancer Centre Patient Record – Cancer Centre – Child Patient Record Destruction Logs</p>
Clinical Departments	<p>Accreditation - Department Committees - Queen's Committees - SEAMO - members External Reviews Grants - Clinical Departments Research - All other Research - Clinical Drug Trials Research - Non-Drug Clinical Trials Student Files - Other than Queen's Student Files - Queen's</p>
Communications and Strategy Management	<p>Annual Report - KGH Presentations, Town Halls Publications - Print and Electronic, External and Internal</p>
Planning Office	<p>As-Built Blueprints Construction, Redevelopment & Space Planning Project Management - (Moves, projects, etc.) Real Property Acquisition and Disposition Specifications</p>
Facilities Management	<p>Energy Management Facilities Planning</p>
Shared Support Services of Southeastern Ontario	<p>Contracts and Agreements - Construction and Development Contracts and Agreements - Procurement Requests for Proposal and Proposals - 3SO Vendor Records</p>
Patient Safety, Quality, Risk and Decision Support	<p>Alerts, recalls Claims, Complaints, Enquiries Contracts and Agreements – purchased services Decision Support Insurance Policies Litigation Records Patient Safety Quality Management and Utilization Surveys – Employee Satisfaction Surveys - Patient Care</p>
Privacy Office	<p>Freedom of Information (FOI) Requests, Incidents, Investigations Records Retention and Disposition Program Records Transfer and Destruction</p>
Information Management Services	<p>Computer Systems - Access and Security Computer Systems - Management and Maintenance Computer Systems - Planning Information Technology Support Services Log Files Project Management - Information Management</p>
Protection Services	<p>Disaster Planning & Plans</p>

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	Emergency Manual Employee Identification, Building Passes Parking Records
Clinical Engineering	Medical Equipment Record
Environmental and Transportation Services	Custodial Orders Shredding Certificates
Plant Engineering and Maintenance Services	Asset Control and Inventories Elevator Log Book Facilities Maintenance and Repairs Fire Safety Tests and Inspections Pest Control Utilities Management Waste Management
Clinical Laboratory Services	Laboratory - Inspection Reports Laboratory - Lab Tests
Pharmacy Services	Drug Procurement and Distribution Drug Procurement and Distribution - Narcotics and Controlled Drugs -
Regulated Health Professionals	Student – Record of Learning Student – Employee File Workload Reports Workload Statistics
All Departments	Annual Report - Programs/Services/Departments Conference, Conventions and Seminars Correspondence - official incoming and outgoing Correspondence - transitory, routine Decision Making (Decisions of Significance) Incident Reporting Inventories Material Safety Data Sheets (MSDS) Meetings - Department Office Equipment Organization Charts - Departments Policies, Procedures & Guidelines Project Management Reference Material Reporting - Routine Reports, Studies, Task Forces, Focus Groups - Department Special Projects & Events Statistics Student Files - other than Queen's Surveys Transitory Records