

Records Inventory Worksheet – Personal Information Bank

Department: Acute Care Charge Nurse

Date Completed: June 2015

Completed by: C. Broderick

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Acute Care Pay book	Pay cards of acute care staff for current year	Staff names, hours worked, staff vacation days numbers	Nurses, ward clerks	Record of hours worked	Charge nurse office	paper	Acute Care Charge Nurse, Patient Care Manager
Call in list	Staff names and contact numbers	Names and phone numbers	Acute Care Staff	Calling staff in	Charge Nurse office	paper	Acute Care staff
Ministry Statistics (Safer Health Care Now)	Current and historical data in regards to medication reconciliation, surgical site infection, acute myocardial infarctions on acute care patients that meet the criteria	Patient MRN numbers, Patient treatment data compared to best practice guidelines in respect to medication reconciliation, surgical site infection, acute myocardial infarctions	Acute care patients that meet the specific criteria	Uploaded electronically to Ministry monthly	Locked file cabinet charge nurse office	paper	Acute Care Charge Nurse
Nurses time sheets/ requests	Current and historical time sheets, staff requests for time changes and vacations	Staff names, shifts current, historical and future	Nurses, ward clerks	Scheduling	Charge nurse office file cabinet and on computer desk top, S drive	Paper Electronic	Acute Care Charge Nurse, Patient Care Manager, Acute Care staff
Unusual incident reports	-in progress unusual incident reports	- patient identifiers, staff names and pertinent data pertaining to incident	Staff names, patient identifiers	Risk Management	Charge nurse office	paper	Acute Care Charge Nurse, Patient Care Manager, Risk Manager

Records Inventory Worksheet – Personal Information Bank

Department: Administration
Date Completed: May 2015
Completed by: Katrina Wilson President/CEO

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Complaints & Conflict resolution file	Notes and communications re: concerns to resolve/monitor	Correspondence notes	Staff/MDs and patients	To track progress	CEO Office	Paper and electronic	President/CEO
Senior staff meeting notes	notes from meetings with senior team	Topics of discussion	Senior staff	To keep each other informed	Filing cabinet	Paper	President/CEO
Letters/emails	correspondence	History , names, addresses	Clients, staff	Communication	Filing cabinet, electronic	Paper and electronic	President/CEO

Records Inventory Worksheet – Personal Information Bank

Department: Administration
Date Completed: May 2015
Completed by: Allison Burrows

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Electronic address list of outside and staff contacts	Contact list for commonly contacted people	Address and phone number	Other health related contacts and staff	Communication	Shared L Drive	Electronic	Sr. Team
Mailing addresses	Addresses for Board Directors and Historic Life Members of the Corporation	Name and mailing addresses	Board Directors, Historic Corporation Members	Contact purposes	EA to CEO's office	Electronic	EA to CEO & CEO
Board & Corporation Member Lists	Lists of Board and Corporation composition	Names, addresses, phone numbers	Board & Corporation members	Record keeping	EA to CEO's office	Electronic & Paper	EA to CEO & CEO
Docushare Access Information	Record of staff and directors set up to access the hospital's intranet (Docushare)	Name and user log in	Directors Staff	Facilitate access to docushare	EA to CEO's office	Electronic & Paper	EA to CEO & CEO
Director Profiles	Form completed by new directors	Current directors' contact information, occupation, date of birth, affiliations with other community organizations	Board Directors – current	To develop profile of the Board and submit information as required to the Ministry	EA Office drawer	Paper	EA to CEO & CEO
Photo Albums	Pictures taken of staff, the hospital, directors	Photo albums	Staff, volunteers, physicians, directors	Archiving of the hospital	Board Room Cupboard	Hard Copy, Electronic	EA to CEO & CEO
Letters	Letters received from patients thanking staff for care	Letters	Patient names	Archiving of the hospital	Board Room Cupboard	Hard copy, Electronic	EA to CEO & CEO
Scrapbooks	Scrapbooks of articles and documentation of events with historical significance	Clippings, opening programs, photos – all to archive events of the hospital	Staff, volunteers, physicians, directors, public	Archiving of the hospital	Board Room Cupboard	Hard copy	EA to CEO & CEO

Records Inventory Worksheet – Personal Information Bank

Department: Cardiac Rehab/Rehab
Date Completed: May 2015
Completed by: Nancy Schmidt

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Human Resources	Current Time Cards	Record of hours worked	Rehab/Cardiac Rehab Staff	Tracking hours worked	Rehab/Cardiac Rehab office	Paper/electronic	Staff and Manager
Human Resources	Staff Information	Staff phone numbers	Rehab/Cardiac Rehab Staff	Management of department	Rehab/Cardiac Rehab office	Paper	Staff and Manager
Staff Engagement	Rounding Logs	Discussions with Staff		Staff Engagement	Managers Office	Paper	Manager

Records Inventory Worksheet – Personal Information Bank

Department: Diagnostic Imaging (DI)
Date Completed: May 2015
Completed by: David Schade

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Personnel Files	Time cards & time schedule, on call schedule	Record of hours worked	DI Staff	Department	DI office	Paper /electronic	DI staff
Personnel Files	Callback log	Date, time of callback, exams done & payment method	DI staff	Department	DI office	Paper & electronic	DI staff
Personnel Files	National Dosimeter Service	Radiation Exposure report	Radiation Workers	Department	DI office	Paper	DI staff/ OHS/ OR staff
Personnel Files	General Communication	Staff communication	DI staff	Department	DI office	Paper	DI staff

Records Inventory Worksheet – Personal Information Bank

Department: Employee Health
Date Completed: May 2015
Completed by: Stacy Hogg/ Darlene Campbell-McConnell

Subject of Records	Description/Uses	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Health Files	Personal health information	Immunization records and forms, personal health information, workplace incident follow up documentation,	Employees, volunteers	Used to monitor health of employees	Employee Health Nurse office	Paper	Employee Health Nurse

Records Inventory Worksheet – Personal Information Bank

Department: Engineering and Maintenance
Date Completed: May 2015
Completed by: B. Edmonstone

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Payroll Records	Information on work performed	phone number, email addresses, previous employment, phone #	Maintenance personnel current and recent past	Work operations and pay verification	Maintenance office	paper	Maintenance Lead and Director
Time Sheets	Daily work and time record	phone number, email addresses, previous employment, phone #	Maintenance personnel current and recent past	Work operations and pay verification	Maintenance office	paper	Maintenance Lead and Director
Call back reports	Call back and over time	phone number, email addresses, previous employment, phone #	Maintenance personnel current and recent past	Work operations and pay verification	Maintenance office	paper	Maintenance Lead and Director
On Call rotation maintenance	Schedule of work for all personnel	phone number, email addresses, previous employment, phone #	Maintenance personnel current and recent past	Work operations and pay verification	Maintenance office	Paper	Maintenance Lead and Director

Records Inventory Worksheet – Personal Information Bank

Department: Finance and VP of Finance and Operations
Date Completed: June 2015
Completed by: M. Ferguson, VP of Finance and Operations

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Payroll	Reports from Payroll & requests	Sick time reports; vacation requests; Staff phone numbers	Reports to VP Finance & Operations	Manage department	VP Finance & Operations Office	Paper Electronic	VP Finance & Operations

Records Inventory Worksheet – Personal Information Bank

Department: Hanover & District Hospital Foundation
Date Completed: May 2015
Completed by: Sue Paterson

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Donor Database	Personal information and donation records	Name, address, donation record history	Donors	Fundraising campaign, prospects	Foundation office	Electronic/Paper	Coordinator
Board of Directors	Personal information	Name, address, phone number, e-mail address, date of birth	Board of Directors – past and present	For Charity Return and operations of the Board	Foundation office	Electronic/Paper	Coordinator
Physician Recruitment & Retention	Contracts, agreements – copies and originals	Name, terms of contract, applicable records	Physicians	To assist with Physician Recruitment & Retention	Foundation office	Electronic/Paper	Coordinator, R&R Committee Chair, HDH Human Resources/Recruiter
Student Personnel	Employment details, H/R related records	Name, address, performance evaluation	Summer Students	Employment	Foundation office	Electronic/Paper	Coordinator

Records Inventory Worksheet – Personal Information Bank

Department: Health Records
Date Completed: May 2015
Completed by: Kim Lantz

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Medical Staff Credentials	Medical Staff Appointments and Re-appointments	Names, address, phone #'s, E-mail address, CPSO #, CMPA #, Billing #	Physicians on Medical Staff under the category of Active Staff, Active Consulting Staff, Courtesy Consulting Staff, Courtesy Staff, Locum Staff, Dental Staff	To determine the appointment and Procedures Requested.	Health Records Office and Secured Hospital Storage Area	Paper and Electronic	Health Records Manager, COS, CEO, President and Vice-President of the Medical Staff
Time Cards	Health Record Staff	Names, hours worked, sick time and vacation time	Health Record Staff	To determine individual hours worked in a time period	Health Records Office	Paper and Electronic	Health Records Manager V-P Finance
Rural Residency Program	Application and agreement paper	Name, address, educational background and duration of the residency program	Residents	Data collection and provide to Ministry of Health	Health Records Manager's office	Paper & Electronic	Health Records Manager
Medical Student Program	Application and agreement paper	Name, address, educational background and duration of the residency program	Medical Students	Data collection and provide to Ministry of Health	Health Records Manager's office	Paper & Electronic	Health Records Manager

Records Inventory Worksheet – Personal Information Bank

Department: Housekeeping
Date Completed: May 2015
Completed by: Laura Kuchma

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Staff phone numbers	Current available staff phone numbers	Name and phone numbers of staff	Current Housekeeping Staff	Call in for sick calls	Hskg Office	Paper	All housekeeping staff
Payroll cards	Hard copy of shifts worked	Shifts worked ,vacation days, sick days	Current Housekeeping Staff	Payroll	Hskg Office	Paper	Lead hand and Director
Staff Schedules	Staff Schedules - past and present	Dates and names of staff who are working and available	Current Housekeeping Staff	Booking Staff	Hskg Office	Paper	All Hskg Staff

Records Inventory Worksheet – Personal Information Bank

Department: Human Resources

Date Completed: May 2015

Completed by: Stacy Hogg

Subject of Records	Description/Uses	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Training and Development	Training and development certificates of completion, training and conference application forms	Employee training and development files, certificates of completion, invoices/non-stocks of purchased educational programs, subscriptions, e-learning status, sign in sheets	Employees and physicians	Administration of the Training and Development Programs To maintain/update and keep record of training and development related to Hospital	HR Assist. Filing cabinet, Clarity Net Program	Paper and electronic	VP of HR and HR Admin Assist.
Employment Records	Personal employee information	Demographics, Employment contracts, pay changes, employment changes, orientation/new, performance appraisals, hours of work, policies and procedure sign off	Employees	To keep up to date information and changes on all employees.	VP of HR office, HR Assist. Filing cabinet, Virtuo HR	Paper and electronic	VP of HR, Payroll Administrator and HR Admin Assist.
Selection and Recruitment	To keep track of job postings and successful candidates	Resumes/Cover letters, Successful candidates, reference checks, offer letters, advertisements,	Applicants, Successful candidates	Administration of the Selection and Recruitment process.	VP of HR office, HR Assist. Filing cabinet	Paper and electronic	VP of HR and HR Admin Assist.
Auxiliary Information	Volunteer personnel information	Auxiliary application form, interview questions, reference checks, photo authorization form, demographic Membership lists, pandemic planning lists, on-call Greeter call-in telephone list, information, Pandemic Authorization form	Volunteers	To maintain/update record of personal information related to the Hospital Auxiliary information used for the administration or volunteer services.	HR Assist. Filing cabinet and S:drive	Paper and electronic	VP of HR and HR Admin Assist.

Subject of Records	Description/Uses	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Years of Service Awards	Administrative information for employees receiving years of service award.	Employee lists, previous years' award recipients	Employees	Administration of the years of service awards	HR Assist. Filing cabinet and S: drive	Paper and electronic	VP of HR and HR Admin Assist.
Physician Retention and Recruitment	Administrative Information pertaining to process, site visits and events	Schedules, names of students and physicians taking part in Discovery Week Program, Resumes/CV's	First year medical students and physicians	Administration of the selection and recruitment process, Discovery Week Program	HR Assist. Filing cabinet and S: drive	Paper and electronic	VP of HR and HR Admin Assist.
Seniority	Seniority list information	Employee Names, start dates, hours worked, issues for specific employees	Employees	To administer contractual requirements as it pertains to seniority.	HR Assist. Filing cabinet	Paper	VP of HR and HR Admin Assist.
ID Badges	ID Card Maker (Program) Hospital Identification	Employee, Resident, and Physician Photo ID badge with name. Volunteer badge with name (no picture).	Employees, Volunteers, Physicians, and Residents	To prepare hospital ID badges	Program: ID Card Maker and S: drive	Electronic	VP of HR and HR Admin Assist.
Chaplains	Chaplain contact info	Chaplain contact info.	Chaplains	used for the administration of chaplaincy services	Email	Electronic	HR Admin Assist.
Payroll	Payroll – employee hours for payroll entry	Hours to be entered for EBC employees, Grey Bruce Health Network, Diabetes Ed (Grey/Bruce)	EBC employees	Used for entering hours and paying employees for hours worked	Email	Electronic	HR Admin Assist
Photos	Photos of employees, physicians, volunteers, students Used for the purpose of Hospital Newsletter, Annual Report, local newspaper, marketing etc.	Photos of events	Employees, physicians, volunteers, students	Used for information sharing with hospital and community	Electronic	Electronic	VP of HR and HR Admin Assist
Labour Relations	Administrative records required for union management, labor negotiations,	Grievance/union settlements, workplace investigations, union correspondence	Employees, Physicians, volunteers, patients	Used in the administration of union contracts	VP of HR	Paper and electronic	VP of HR, CEO
Code Orange Fan-Out List	Fan-out list – Hospital wide. Used to administer code orange/pandemic plan	Employee names, telephone numbers, and department	Employees	Used to administer a code orange	S: drive	Electronic	VP of HR and HR Admin Assist

Subject of Records	Description/Uses	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Letters	Letters and correspondence regarding employees	Letters to unions, confirmation of employment, discipline and termination, OR closure, return of service, return to work, pre-paid leave, mentorship confirmation, employment letters	Employees, Physicians, Volunteers	Used to administer hospital policies and union procedures and union contracts	VP of HR Filing Cabinet, S: drive	Electronic	VP of HR and HR Admin Assist
Absenteeism	Reports, letters and correspondence pertaining to the management of absenteeism	Letters and correspondence, reports (employee name and hours missed), articles/information,	Employees	Used to administer the absenteeism policies and procedures	VP of HR Filing Cabinet, "S" Drive	Paper and Electronic	VP of HR

Records Inventory Worksheet – Personal Information Bank

Department: Infection Control
Date Completed: May 2015
Completed by: Lisa Harrison

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Clusters	Information concerning the investigations of HAI Clusters within HDH.	Patient investigations, Culture reports, Line Listings, Communication documents among HDH staff, and with other organizations.	Patients and contacts involved, as well as members of the Outbreak management team.	Document, infections involved, issues and the steps taken to end transmission.	IC Office	Paper and Electronic.	Infection Control Practitioner (IPC)
Outbreaks	Information concerning the investigations Outbreaks of disease within HDH.	Patient investigations, Culture reports, Line Listings, Communication documents among HDH staff, and with other organizations.	Patients and contacts involved, as well as members of the Outbreak management team.	Document infections involved issues and the steps taken to end transmission.	IC Office	Paper and Electronic.	Infection Control Practitioner
Public Reporting Documents	Copies of reports that have been sent to the Ministry, and Safer Health Care Now, for Public reporting.	Public reporting documents having to do with MRSA, VRE, C. difficile, and hand hygiene.	ICP	Documentation and record keeping.	IC Office	Electronic	Infection Control Practitioner
Surgical site infections.	Documentation and record keeping for the surveillance of possible SSI's.	Various worksheets, investigations, and statistics.	ICP, Surgeon, and Patients.	Done to stop transmission of infection to patients, staff, and visitors of HDH.	IC Office	Paper and Electronic.	Infection Control Practitioner
Hospital acquired infections.	Documentation and record keeping for the surveillance of HAI's at HDH.	Various worksheets, investigations, and statistics.	ICP, Patients and Staff.	Done to stop transmission of infection to patients, staff, and visitors of HDH.	IC Office	Paper and Electronic.	Infection Control Practitioner

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
ICP's work binder	Record of activities and tasks performed by the ICP.	Committee memberships, Passwords to various websites and organizations, Responsibility document, Phone number list, Daily tasks and note of the ICP.	Other staff representative contact information from other organizations; detailed patient information.	Documentation and resource of the daily responsibilities of the ICP.	IC Office	Paper	Infection Control Practitioner
CHICA and HUPIC	Membership directories	Membership directories and some financial statements for Canadian Hospital Infection Control Association, and Huronia professionals in infection control organizations.	ICP's from other organizations.	Networking	IC Office	Electronic	Infection Control Practitioner
Correspondence to doctors	Copies of various letters sent to doctors by the ICP.	Various issues on Infection control, to Various doctors.	ICP, Doctors, and some patients.	Record of correspondence.	IC Office	Electronic	Infection Control Practitioner
Meetings between Patient Care Manager and ICP	File of communication that needs to take place between Patient care Manager and ICP.	Content changes, Once relayed and discussed, content is removed from file.	Staff and Limited Patient Information.	Serves as a reminder of items that need to be relayed.	IC Office	Paper.	Infection Control Practitioner
IC Administration hours and budget file	Copies of various documents concerning the IC position and budget.	Copy of budget and other information pertaining to the Infection Control Position.	HDH staff.	Guide for reference of available money.	IC Office	Paper/Electronic	Infection Control Practitioner
Infection Control professional's e-mail account	Content of the ICP's e-mail account	Variety of files, and items pertaining to the ICP position.	HDH Staff, contacts from various outside organizations and other individuals.	Networking connections and record of correspondence.	HDH e-mail account	Electronic	Infection Control Practitioner

Records Inventory Worksheet – Personal Information Bank

Department: Laboratory
Date Completed: May 2015
Completed by: David Schade

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Contact List	Staff Call In Phone Numbers	Call In Phone Numbers	Staff	Call In	Laboratory	Paper	Laboratory Staff
Continuing Education Log	Staff Continuing Education Records	Staff Education Sessions/Events	Staff	Record Keeping	Laboratory	Paper	Laboratory Staff
Time cards	Time cards, Call backs and log, Schedules	Record of hours worked	Staff	Record Keeping	Laboratory	Paper/Electronic	Laboratory Staff
Seniority Lists	List of employees in order of hire and time serving HDH	Same	Staff	Record Keeping	Laboratory	Paper	Laboratory Staff
Bone Marrow and Referrals	Storage of Bone Marrow Studies Referred to Stratford GH	Requisitions	Patients	Record Keeping	Laboratory	Paper	Laboratory Staff
Manual Tests	Manual Test Log	Test Results	Patients	Filing Test Results	Laboratory	Paper	Laboratory Staff
Manual Tests	Manual Test Log, Blood Gases	Test Results	Patients	Filing Test Results	Laboratory	Paper	Laboratory Staff
Referral Reports	Retrieved Referral Reports	Test Results from other Facilities	Patients	Filing Test Results	Laboratory	Paper	Laboratory Staff
Transfusion Medicine	Records of Blood Grouped, Crossmatched and Transfused Patients	Records of Blood Group, Crossmatches and Received Transfusions	Patients	Record for Reference	Laboratory	Paper	Laboratory Staff
Occurrence Reports	Incident Reporting both IHLP and Internal	Records of Reported Incidents	Staff/Patients	Records	Laboratory	Paper	Laboratory Staff
Transfusion Medicine	Blood Bank Transfusion Slips	Patient Record of Having Transfusion	Patients	Informing Patients	Laboratory	Paper	Laboratory Staff
Transfusion Medicine	RBC and Fractionated Component Issue	Records of Issuing Blood Products	Patients	Records	Laboratory	Paper	Laboratory Staff
Transfusion Medicine	Investigations of Transfusion Reactions	Keeping of Transfusion Reactions Investigations	Patients	Records	Laboratory	Paper	Laboratory Staff
Outpatient requisitions	File Orders for Out Patients	Tests Requested from Physicians	Patients	Order Entry	OP Room Laboratory	Paper	Laboratory Staff

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Cardiac Testing Records	Records of Holter and Loop Testing	Patient Requisitions	Patients	Record Keeping	OP Room Laboratory	Paper	Laboratory Staff
Cardiac Testing Appointments	Calendar	Patient Appointments	Patients	Appointments	OP Room Laboratory	Paper	Laboratory Staff
MIS Records	Unit Collection Sheets	Data Collection	Patients/Staff	Data	Laboratory	Paper	Laboratory Staff

Records Inventory Worksheet – Personal Information Bank

Department: Material Control Centre/Purchasing Department
Date Completed: May 2015
Completed by: Charlotte Reay

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Payroll	Payroll cards	Staff hours worked/sick time/vacation/statutory holiday. Staff phone numbers	MCC Staff	Manage department	Material control centre (MCC)	Paper/ Electronic	All staff Staff Charge

Records Inventory Worksheet – Personal Information Bank

Department: Nursing Units – OBS, Acute Care and Emergency

Date Completed: May 2015

Completed by: C. Broderick

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Security Files	Files to maintain departmental safety and security	Potential risks and high risk data	Patients	Security	ER	Paper	MDs, Nursing Staff, ward clerks
Seniority Lists	List of employees based on date of hire		Employees	Staffing	Acute Care, OBS, ER, ICU	Paper	Nursing Staff
Time Sheets	Schedules	Staffing	Employees	Staffing	Acute Care, OBS, ER, ICU	Electronic and Paper	Nursing Staff and ward clerks
Phone Lists and Call-In Sheets	Phone #s	Land and cell phone #s	Employees	Staffing	Acute care, OBS, ER, ICU	paper	Nursing staff and ward clerks
Roladex	Phone and Fax #s	MD Consultants Staff MDs HDH Businesses Equipment Repair	Employees/Consultants	Patient Care	Acute care, OBS, ER, ICU	Paper	MDs, Nursing staff, ward clerks

Records Inventory Worksheet – Personal Information Bank

Department: Nutrition and Food Services

Date Completed: May 2015

Completed by: Laura Kuchma

Subject of Records	Description	Information Maintained	Individuals In Bank	Uses	Location	Format	Personnel Authorized to Access Record
Time cards	Annual record of staff worked hours	Employee names/department	All food service staff	Payroll	Diet office	Paper format	Food Service Manager and staff
Staff credentials	Record of attained credentials/education	Employee name	All food service staff	Department records	HR Training & Development	Electronic & paper Format	Food Service Manager and staff
Posted staff list	Call in contact information	Employee name and contact numbers	All food service staff	Contact information for call in	Diet office	Paper Format	Food Service Manager and staff
Seniority List	To inform staff of the ranking of seniority	Staff names	All food service staff	Payroll & scheduling	Kitchen Bulletin Board	Paper format	All staff

Records Inventory Worksheet – Personal Information Bank

Department: Patient Care Manager Office (Acute Care)
Date Completed: June 2015
Completed by: D. Howes

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Staff Information	Staff contact information, schedules,	<ul style="list-style-type: none"> • Phone numbers • Schedules • Shift changes • Time cards 	Staff	Staffing	Office and computer and shared drive	Electronic and paper	Manager

Records Inventory Worksheet – Personal Information Bank

Department: Administration (Payroll)
Date Completed: May 2015
Completed by: Vicki Zidner

Subject of Record	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Payroll Journals and Reports	Record of bi-weekly payroll, deductions and adjustments	Name, pay rate, benefits and pay deductions Amounts of deductions for statutory, mandatory and optional deductions	All paid personnel	To maintain annual payroll records, report to government and other agencies	Payroll Office Historical in storage in garage	Electronic and paper	Payroll Coordinator
Time Sheets	Bi-weekly time entry for payroll	Name, employee number and hours for each employee	All paid personnel	To send to payroll provider for pay processing	Payroll Office Historical in storage in garage	Electronic and paper	Payroll Coordinator
Time Cards	Record of date worked by employees	Employee name, days worked	All paid personnel	To maintain vacation and statutory holiday records, to verify payroll time entry	Stationery Room	Paper	Payroll Coordinator
Remittance Files	Record of amounts remitted monthly to government and benefit providers	Name, SIN, amounts of deductions	All paid personnel	To maintain records of individual and total funds remitted to government and benefit providers	Payroll Office Historical in storage in garage	Electronic and paper	Payroll Coordinator

Subject of Record	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Payroll Personnel Files	Necessary information to process payroll	Name, address, phone number, SIN, employee number, banking information, pay rate, job classification, vacation entitlement Pay deduction authorizations that may include spousal and family information such as date of birth	All paid personnel, current and leavers	To enable correct remuneration for employees	Payroll Office Historical in storage garage	Electronic and paper	Payroll Coordinator
Pension Records	Annual information to pension provider	Name, address, SIN, annual salary, time worked	All personnel enrolled in pension plan	To transfer annual pension information to provider for preparation of pension statements	Payroll Office Historical in storage garage	Electronic and paper	Payroll Coordinator
T4s	Annual payroll information for government	Name, address SIN, salary, some deductions	All paid personnel	To transfer annual information to government agencies	Payroll Office Historical in storage garage	Electronic and paper	Payroll Coordinator
Benefits Booklets	Employee booklets outlining information regarding various benefits	Individual information and coverage regarding various benefits	Personnel enrolled in benefits and those wishing to enroll	Instructions for employees	Payroll Office	Paper	Payroll Coordinator
Expense reports	Original expense reports reimbursed to employees via payroll	Name and information regarding expense claim	Paid personnel and board members	For reimbursement of expenses occurred during hospital business	Payroll Office	Paper	Payroll Coordinator
Benefit Application Files	Application forms for various hospital sponsored benefits	Name, SIN, employee number, address, date of birth May be information regarding family or others for address, date of birth, etc.	Personnel enrolled in benefit plans	For record keeping regarding hospital sponsored benefit plans	Payroll Office	Electronic and paper	Payroll Coordinator

Subject of Record	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Union Contracts	Copies of all union contracts	All articles from contracts including pay rates	All union personnel	To enable accurate payment of union employees with rates and benefit provisions	Payroll Office	Paper	Payroll Coordinator
Physical Fitness Reimbursement applications	Forms used to be reimbursed for physical activity costs	Employee name and receipt of					
Computer Files	Various reports and letters for personnel issues	May contain name, etc and personal information	All personnel	To reply to requests by employees, government agencies etc	Payroll Computer	Electronic	Payroll Coordinator
Medisolution Virtuo Program	Computer program to process bi-weekly pays and maintain appropriate payroll records	Name, address, telephone number, date of birth, SIN, rate of pay, vacation entitlement, benefits, personal inventory, emergency contacts	All personnel	To maintain payroll records and to process bi-weekly pay	Payroll Computer	Electronic	Payroll Coordinator, VP of HR, HR Assistant
MDC Reporter 2013-2014	Healthcare of Ontario Pension Plan annual reporting computer program	Name, address, SIN, pension contribution amounts and service , any applicable retro payments	All personnel enrolled in HOOPP	To transmit annual information to Healthcare of Ontario Pension Plan	Payroll Computer	Electronic	Payroll Coordinator

Records Inventory Worksheet – Personal Information Bank

Department: Risk/Continuous Quality Improvement (CQI)/Occupational Health & Safety (OHS)
Date Completed: May 2015
Completed by: Cheryl Speer

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Disability Management	WSIB employee files, employee incident forms, Sick absenteeism report, employee STD /sick files, modified work programs WSIB statements, statistics	Name, address, DOB, SIN, Doctor notes, progress notes, illness reporting forms, WSIB forms 6, 7, 8, type of injury/sickness, days sick, outbreak info, disability teleconferences, safe return to work plans	Staff	Track, report and maintain employee health status, infection control, return to work, WSIB reporting	Risk/OHS office	Electronic, paper Parklane	Risk Mgr/ CQI/OHS Coord VP of HR Employee Health Nurse
Mask Fit Testing	Test forms, employee health screening	Name, health information, mask fit type	Staff	To ensure proper PPE for staff protection for airborne substances and infection control	Risk/OHS office	Electronic, paper Portacount Machine	Risk Mgr/ CQI/OHS Coord VP of HR HR Admin Assist Employee Health Nurse
Unusual Incidents/Good Catches	Completed unusual incident forms and good catches, managers evaluation form	Patient name, Age, Sex, DOB, HH#, staff name, narrative of the incident that happened, managers evaluation	Patients/Staff	Review, analyze and make recommendations to improve processes for patient safety and eliminate risk.	Risk/OHS office	Paper, Electronic, RL6 Reporting System	Risk Mgr/ CQI/OHS Coord VP of HR

Records Inventory Worksheet – Personal Information Bank

Department: Surgical Services and Operating Room
Date Completed: June 2015
Completed by: C. Broderick

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Pay Book	Staff contact lists and pay records.	home/ cell phone numbers, seniority lists, vacation days, on call schedule, back time log sheet, RNFA(Registered Nurse First Assist) hours, vacation requests, request for overtime, pay cards	All Surgical Services Staff	Record workable hours, contact staff.	Operating Room office Day Surgery Office	paper	Surgical Services Staff
Booking forms and booking book	historical copy of surgical booking forms for wait time strategies.	patient information, surgery date and procedure, pre-op clinic appointments	Patient information	Retain for legal purposes and wait time strategies.	Operating Room office day Surgery Office	paper	Surgical services Staff
Operating Room form drafts	Operating Room forms in draft revision process	blank Operating Room forms	none	For use in the operating room	Operating Room computer	elect.	Ward Clerk
Cystoscope binder	Steris printouts for outpatient cystoscopes	patient information, steris system printout	Patient information	Retain for legal purposes	Operating Room office	paper	Surgical Services Staff
EGD/ colonoscopy scope binder	Steris printout for EGD's and colonoscopies	patient information, steris system printout	Patient information	Retain for legal purposes.	Operating Room file	paper	Surgical Services Staff
Day Surgery Pending Patients List	List of patients pending for Day Surgery procedures	Patient information, requisitions, lab results,	Patient Information	Information collection for surgical preparation	Day Surgery Office	paper	Surgical Services Staff

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
Programs	Contacts and References towards programs being developed for departmentally specific needs	Contact information, product pricing, pharmaceutical properties	Patient and personal information	Used to develop and expand services	Patient Care Manager Office	electronic	Patient Care Manager Office
Personal	Personal information	Patient care Manager	Patient care Manager	Personal Information required for professional development	Patient Care Manager Office	electronic	Patient Care Manager
Pay Book	Staff contact lists and pay records.	home/ cell phone numbers, seniority lists, vacation days, on call schedule, back time log sheet, RNFA(Registered Nurse First Assist) hours, vacation requests, request for overtime, pay cards	All Operating Room Staff	Record workable hours, contact staff.	Operating Room office	paper	Operating Room Staff
Booking forms and booking book	historical copy of surgical booking forms for wait time strategies.	patient information, surgery date and procedure, pre-op clinic appointments	Patient information	Retain for legal purposes and wait time strategies.	Operating Room office	paper	Operating Room Staff
Operating Room form drafts	Operating Room forms in draft revision process	blank Operating Room forms	none	For use in the operating room	Operating Room computer	electronic	Ward Clerk
Cystoscope binder	Steris printouts for outpatient cystoscopes	patient information, steris system printout	Patient information	Retain for legal purposes	Operating Room office	paper	Operating Room Staff
EGD/ colonoscopy scope binder	Steris printout for EGD's and colonoscopies	patient information, steris system printout	Patient information	Retain for legal purposes.	Operating Room file	paper	Operating Room Staff

Records Inventory Worksheet – Personal Information Bank

Department: Switchboard / Registration
Date Completed: May 2015
Completed by: Linda Roseborough

Subject of Records	Description	Information Maintained	Individuals in Bank	Uses	Location	Format	Personnel Authorized to Access Record
On Call Binder	On call schedules and on call personnel phone numbers	Staff names and phone numbers	Staff	To generate a daily on call list and to call in staff	Switchboard office	Paper	Switchboard
Day Surgery Records	Completed day surgery charts and pre-operative charts	Pending day surgery charts and pre-operative charts	Patients	To complete the day surgery charts	Switchboard office	Paper	Switchboard
Receipt Book	Receipt ledger	Receipt ledger and receipts	Patients	Receiving accounts receivable	Switchboard office	Paper	Switchboard