

# DIRECTORY OF RECORDS

## EXECUTIVE RECORDS GROUP

- EX1000 Governance
- EX2000 Legal Management
- EX3000 Site Administration
- EX4000 Quality and Risk Management

## ADMINISTRATIVE RECORDS GROUP

- AD1000 Financial Management
- AD2000/ Human Resources Management  
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- AD4000 Physical Resources Management
- AD5000 Information Management
- AD6000 Communications

## OPERATIONAL RECORDS GROUP

- OP1000 Development
- OP2000 Occupational Health & Safety
- OP3000 Support Services
- OP4000 Clinical Support Services
- OP5000 Clinical Department and Programs
- OP6000 Community Programs
- OP7000 Long Term Care
- OP6000 Research Management

## EX1000 GOVERNANCE

Records documenting the governance of operations at Providence Care.

### **EX1100 Board of Directors**

Records documenting governance functions exclusive to the Providence Care Board of Directors.

### **EX1200 Senior Leadership**

Records documenting the management functions exclusive to the Providence Care Senior Leadership Team.

### **EX1300 Management Team**

Records documenting activities of the Management Team Forum at Providence Care.

### **EX1400 Strategic Planning**

Records documenting strategic planning for Providence Care as a whole.

### **EX1500 External Relations**

Records documenting Providence Care relations with external bodies.

### **EX1600 Program and Project Planning and Management**

Records documenting executive program planning and management at Providence Care.

### **EX1700 Medical Governance**

Records documenting the medical governance functions exclusive to the Chief of Staff at Providence Care.

### **EX1800 Corporate Policies and Procedures**

Records documenting the approval and management of corporate policies and procedures at Providence Care.

### **EX1900 Institutional Reporting**

Records documenting regulatory and legislated reporting to external bodies by Providence Care.

## EX2000 LEGAL MANAGEMENT

Records documenting the management of legal issues by Providence Care.

### **EX2100 Legal Case Management**

Records documenting the management of legal cases brought by or against Providence Care.

### **EX2200 Legal Counsel**

Records documenting the provision of legal counsel for the Providence Care related to legal cases or issues brought by or against Providence Care.

### **EX2300 Contract Management**

Records documenting the management of Providence Care contracts.

### **EX2400 Deeds Management**

Records documenting the management of Providence Care deeds.

### **EX2500 Professional Issues Management**

Records documenting the investigation and management of issues regarding professional ethics and conduct at Providence Care.

### **EX2600 Insurance Management**

Records documenting the planning, management and negotiation of liability and other insurance for Providence Care.

## EX3000 SITE ADMINISTRATION

Records documenting the administration of Providence Care sites, and the management of site planning and projects at Providence Care.

### **EX3100 Site Management**

Records documenting the management of Providence Care sites by Site Administrators.

### **EX3200 Capital and Site Planning**

Records documenting capital planning and management for Providence Care sites.

### **EX3300 Site Policies and Procedures**

Records documenting the approval of site-specific policies and procedures at Providence Care.

## EX4000 QUALITY AND RISK MANAGEMENT

Records documenting the planning, administration and reporting of quality and risk management at Providence Care.

### **EX4100 Quality and Risk Management**

Records documenting the identification and management of quality and risk issues at Providence Care.

### **EX4200 Accreditation**

Records documenting the preparation and management of the accreditation process at Providence Care, as required by external accreditation bodies.

### **EX4300 Compliments and Complaints**

Records documenting the management of compliments and complaints by staff at Providence Care.

### **EX4400 Incident Reporting**

Records documenting the management and administration of incident reporting at Providence Care for the purposes of risk management.

## AD1000 FINANCIAL MANAGEMENT

Records documenting the administration and management of finances at Providence Care, including budgeting, investment, accounting, and banking activities.

### **AD1100 Financial Management**

Records documenting the overall financial management of Providence Care.

### **AD1200 Financial Planning**

Records documenting financial planning activities at Providence Care.

### **AD1300 Accounting**

Records documenting the administration and management of Providence Care financial accounts.

### **AD1400 Investment Management**

Records documenting the management of Providence Care assets and investments.

### **AD1500 Budgeting**

Records documenting the planning, administration and management of Providence Care and departmental budgets and operational plans.

### **AD1600 Auditing and Financial Risk Management**

Records documenting the examination and appraisal of financial operations, and the coordination of internal and external audit activities.

### **AD1700 Banking**

Records documenting banking activities at the Providence Care.

### **AD1800 Payroll**

Records documenting the management of Payroll services for staff at Providence Care.

## AD2000/3000 HUMAN RESOURCES MANAGEMENT

Records documenting the management of human resources and employee relations at Providence Care.

### **AD2100 Human Resources Planning & Development**

Records documenting the overall development and management of human resources programs and services pertaining to Providence Care as a whole by the Human Resources and Employee Relations Departments and the Vice-President, Mission, Values and People.

### **AD2200 Recruitment and Staffing**

Records documenting the planning and management of recruitment and staffing activities by the Human Resources Department at Providence Care.

### **AD2300 Employee Record**

Records documenting the official employee record for staff at Providence Care by the Human Resources Department.

### **AD2400 Employment Agreements**

Records documenting the negotiation and administration of employment agreements between Providence Care and employee unions by the Human Resources Department.

### **AD2500 Employee Benefit Agreements**

Records documenting the negotiation of employee benefits with service providers by the Human Resources Department at Providence Care.

### **AD2600 Labour Relations Management**

Records documenting the management of labour relations by the Human Resources Department at Providence Care.

### **AD2700 Employee Grievances and Arbitration**

Records documenting the management of employee grievances and arbitration by the Human Resources Department at Providence Care.

### **AD2800 Investigations Management**

Records documenting the management of investigations of employee misconduct at Providence Care by the Human Resources Department.

### **AD2900 Human Rights Complaints**

Records documenting the management of human rights complaints by the Human Resources Department at Providence Care.

## AD2000/3000 HUMAN RESOURCES MANAGEMENT

### **AD3000 Human Resources Restructuring**

Records documenting the restructuring of human resources for Programs, Services and Departments at Providence Care.

### **AD3100 Departmental Employee Records**

Records documenting the management of departmental human resources records maintained by Managers, Directors and Vice-Presidents at Providence Care.

## AD4000 PHYSICAL RESOURCES MANAGEMENT

Records documenting the administration and management of physical resources at Providence Care, including site planning, materiel management, physical plant, environmental services, and transportation services.

### **AD4100 Physical Resources Planning**

Records documenting the planning for physical resources at Providence Care.

### **AD4200 Materiel Management**

Records documenting the overall planning, management and administration of material management services and activities at Providence Care.

### **AD4300 Physical Plant Services**

Records documenting the management of the overall maintenance of Providence Care properties and grounds, including maintenance and facility engineering.

### **AD4500 Environmental Services**

Records documenting the planning and management of environmental services, housekeeping and laundry at Providence Care.

### **AD4600 Transportation Services**

Records documenting the management of transportation services at Providence Care.

### **AD4700 Space Planning**

Records documenting space planning and space allocation at Providence Care.

## AD5000 INFORMATION MANAGEMENT

Records documenting the planning, management, and administration of information management technologies, systems, services and programs at Providence Care.

### **AD5100 Information Systems Planning**

Records documenting the planning for information systems programs and services at Providence Care.

### **AD5200 Information Systems Management**

Records documenting the overall management of information systems at Providence Care.

### **AD5300 Information Support Services**

Records documenting the management and administration of information support services at Providence Care.

### **AD5400 Information Security**

Records documenting the planning and administration of information security systems for Providence Care.

### **AD5500 Telecommunications**

Records documenting the management of telecommunications services at Providence Care.

### **AD5600 Records Management**

Records documenting the planning and administration of the corporate records management program at Providence Care.

### **AD5700 Information Management and Decision Support**

Records documenting the management of information and data, and the use of data for decision support at Providence Care.

### **AD5800 Freedom of Information Management**

Records documenting the management of freedom of information and protection of privacy at Providence Care.

### **AD5900 Protection of Privacy Management**

Records documenting the management of privacy legislation and standards at Providence Care.

## AD6000 COMMUNICATIONS

Records documenting the planning, management, and administration of communications activities and services by the Communications Department at Providence Care.

### **AD6100 Communications Planning**

Records documenting the strategic planning for corporate communications and the development of communications plans.

### **AD6200 Media Relations**

Records documenting the management of relations and communications between Providence Care and the media.

### **AD6300 Stand-Alone Communications**

Records documenting the administration and management of internal communications released to staff.

### **AD6400 Publications Management**

Records documenting the planning and management of publications.

### **AD6500 Corporate Identity Management**

Records documenting the planning and management of corporate visual identity.

### **AD6600 Communications Projects and Partnerships**

Records documenting the planning and administration of communications projects and partnerships.

### **AD6700 Advertising**

Records documenting the planning and management of all advertisements for Providence.

### **AD6800 Outreach and Special Events**

Records documenting the planning and management of outreach activities and special events for Providence Care.

## OP1000 DEVELOPMENT

Records documenting the planning and management of development activities at Providence Care, including planning, administration of the Foundation Board, campaign administration and donor relations.

### **OP1100 Development Planning**

Records documenting the planning of development activities and programs at Providence Care.

### **OP1200 Foundation Board**

Records documenting the management of the Providence Care Foundation Board and related committees.

### **OP1300 Campaign Administration**

Records documenting the management of campaigns and projects by the Providence Care Foundation.

### **OP1400 Donor Relations**

Records documenting the relations between donors and Providence Care.

## OP2000 OCCUPATIONAL HEALTH AND SAFETY

Records documenting the planning and management of environmental health and safety programs and services at Providence Care.

### **OP2100 Occupational Health and Safety**

Records documenting the planning and management of occupational health and safety activities, programs and services at Providence Care.

### **OP2200 Infection Control**

Records documenting the planning and management of infection control policies, services and programs at Providence Care.

### **OP2300 Disaster Planning**

Records documenting the planning and management of disaster responses in the event of a major disaster at Providence Care.

### **OP2400 Health and Safety Training**

Records documenting the planning and management of health and safety training sessions at Providence Care.

## OP3000 SUPPORT SERVICES

Records documenting the support services and programs offered at Providence Care, including food and nutrition services, spiritual care, volunteer services, library services and archives services.

### **OP3100 Food & Nutrition Services**

Records documenting the planning and management of food and nutrition services offered to clients, patients, residents, staff, volunteers and visitors at Providence Care.

### **OP3200 Spiritual Care, Mission and Ethics**

Records documenting the planning and management of spiritual care services, activities and programs at Providence Care.

### **OP3300 Volunteer Services**

Records documenting the planning and management of volunteer services, programs and activities at Providence Care.

### **OP3400 Library Services**

Records documenting the planning and management of library services and programs at Providence Care.

### **OP3500 Archives Services**

Records documenting the planning and management of archives services and programs at Providence Care.

### **OP3600 Security and Life Safety**

Records documenting the planning and management of security and life safety programs at Providence Care.

### **OP3700 Leadership, Learning & Organizational Development**

Records documenting the management of leadership, learning and organizational development programs at Providence Care.

## OP4000 CLINICAL SUPPORT SERVICES

Records documenting the planning and management of clinical support services at Providence Care, including Patient Records and Registration, Radiology, Electroencephalography, Laboratory, Pharmacy, Nursing, the Westwood School and Physiotherapy.

### **OP4100 Clinical Support Services Management**

Records documenting the planning and management of clinical support services at Providence Care.

### **OP4200 Patient Records and Registration**

Records documenting the management of patient records and registration services at Providence Care.

### **OP4300 Radiology**

Records documenting the management of radiology services at Providence Care.

### **OP4400 Electroencephalography**

Records documenting the management of electroencephalography services at Providence Care.

### **OP4500 Laboratory**

Records documenting the management of laboratory services at Providence Care.

### **OP4600 Pharmacy**

Records documenting the management of professional practice at Providence Care.

### **OP4700 Professional Practice**

Records documenting the planning and management of nursing services at Providence Care.

### **OP4800 Westwood School**

Records documenting the planning and management of programs and services delivered by the Westwood School at Providence Care.

### **OP4900 Physiotherapy- Mental Health Services**

Records documenting the management of physiotherapy services at the Mental Health Services site, Providence Care.

## OP5000 CLINICAL DEPARTMENTS AND PROGRAMS

Records documenting the planning and management of clinical departments and programs at Providence Care, including adult treatment and rehabilitation, forensic services, geriatric psychiatry, physical medicine and rehabilitation, specialized geriatrics and complex continuing care.

### **OP5100 Clinical Departments and Program Management**

Records documenting the planning and management of clinical departments and programs at Providence Care.

### **OP5200 Complex Continuing Care**

Records documenting the planning and management of complex continuing care programs services at Providence Care.

### **OP5300 Physical Medicine and Rehabilitation**

Records documenting the planning and management of physical medicine and rehabilitation programs and services at Providence Care.

### **OP5400 Specialized Geriatrics**

Records documenting the planning and management of specialized geriatrics programs and services at Providence Care.

### **OP5500 Forensic Services**

Records documenting the planning and management of forensic services at Providence Care.

### **OP5600 Geriatric Psychiatry**

Records documenting the planning and management of geriatric psychiatry programs and services at Providence Care.

### **OP5700 Adult Treatment and Rehabilitation**

Records documenting the planning and management of adult treatment and rehabilitation programs and services at Providence Care.

## OP6000 COMMUNITY PROGRAMS

Records documenting the planning and management of community programs at Providence Care, including adult treatment and rehabilitation, geriatric psychiatry, long term care, rehabilitation services and the development and management of partnerships.

### **OP6100 Community Programs Management**

Records documenting the overall planning and management of community programs and partnerships at Providence Care.

### **OP6200 Adult Treatment and Rehabilitation Community Programs**

Records documenting the management of adult treatment and rehabilitation community programs at Providence Care, including Community Integration ACTT, Psychosocial Rehabilitation ACTT, Community Outreach Team, Community High Intensity Team, Housing and Community Integration, Community and Rehabilitation Services, Mood Disorders Services Outreach, Personality Disorders Services, Community Treatment Order, and the North Frontenac Outreach Team.

### **OP6300 Geriatric Psychiatry Community Programs**

Records documenting the management of geriatric psychiatry community programs at Providence Care, including Dual Diagnosis, Hastings and Prince Edward Geriatric Psychiatry Team, and the KFL&A Geriatric Psychiatry Team.

### **OP6400 Community Long Term Care Programs**

Records documenting the management of community long term care programs at Providence Care, including the Hildegard Centre, Day Away Program, Attendant Care Outreach, and the Specialized Living Unit (Endymion).

### **OP6500 Community Rehabilitation Programs**

Records documenting the management of community rehabilitation programs at Providence Care, including the Regional Community Brain Injury Services.

## OP7000 LONG TERM CARE

Records documenting the planning and management of long term care programs and services at Providence Care.

### **OP7100 Long Term Care Management**

Records documenting the management of long term programs and services at Providence Care.

### **OP7200 Life Enrichment**

Records documenting the planning and management of life enrichment programs for long term care at Providence Care.

## OP7000 RESEARCH MANAGEMENT

Records documenting the planning and administration of research activities by physicians and researchers at Providence Care.

### **OP7100 Research Management**

Records documenting the management of research projects by principal investigators at Providence Care.

### **OP7200 Research Ethics Administration**

Records documenting the submission and approval of research proposals to research ethics boards, and related project monitoring and reporting.

### **OP7300 Centre for Studies in Aging**

Records documenting the planning and management of the Centre for Studies in Aging at Providence Care.