

Procedure:	Reporting Requirements to the Ministry of Health	
Owner of Policy:	Manager, Quality and Business Systems	
Department/Program:	Southwest Ontario Regional Base Hospital Program	
Endorsed By:	Director, Southwest Centre for Prehospital Medicine	Endorsement Date: May 2025
Original Effective Date:	June 2018	Date Reviewed: May 2026

PURPOSE

The purpose of this policy is to outline the reporting requirements of the Regional Base Hospital Program (RBHP) to the Ministry of Health in accordance with the RBHP Performance Agreement (PA).

POLICY

The most responsible staff member of RBHP will ensure that the Senior Field Managers (or designates) of the Ministry of Health (MOH) Emergency Health Program Management & Delivery Branch (EHPMDB) and/or the Emergency Health Regulatory & Accountability Branch (EHRAB), receive the required information outlined in the RBHP PA.

Acceptable forms of notification may include carbon copies or scans of letters, emails, reports, the Southwest Ontario RBHP public website, and/or minutes of meetings where the Senior Field Managers (or designates) are sitting members.

As outlined in the RBHP PA, the RBHP shall, upon request by the MOH, provide any additional information or reports pertaining to the RBHP's operations, status, or any other matter related to the RBHP PA. Such information may be required periodically or at the discretion of the Director and should be submitted in writing unless otherwise specified.

PROCEDURE

1. The following information will be provided to the Senior Field Managers (or designates) by the most responsible RBHP staff member (or designate) in an acceptable form of notification and in accordance with the RBHP PA referenced below;
 - 1.1. **RBHP human resources inventory:**
 - 1.1.1. shall be provided within ninety (90) days of the end of the fiscal year,
 - 1.1.2. in accordance with the RBHP PA Appendix C 1.0.
 - 1.2. **RBHP policies and procedures:**
 - 1.2.1. shall be readily accessible,
 - 1.2.2. in accordance with the RBHP PA Appendix C 3.0.
 - 1.3. **Reports and/or copies of media coverage pertaining to the RBHP:**
 - 1.3.1. shall be provided in accordance with the RBHP PA Appendix C 7.0.
 - 1.4. **Proposed operational budget:**
 - 1.4.1. shall be provided in accordance with the RBHP PA Appendix F.
 - 1.5. **In-year expenditure report:**
 - 1.5.1. shall be provided in accordance with the RBHP PA Appendix G.
 - 1.6. **Year-end financial reports, including audited financial statements:**
 - 1.6.1. shall be provided in accordance with the RBHP PA Appendix H.
 - 1.7. **The RBHP Annual Report:**
 - 1.7.1. shall be provided within ninety (90) days of the end of the fiscal year and,

- 1.7.2. shall include a written summary of information gathered under the RBHP PA Appendix I and as set out in the RBHP PA 10.1.
- 1.8. **Incident reports of patch delays or failures that are reported to or discovered by the RBHP:**
1.8.1. shall be provided within 48 hours of the event,
1.8.2. in accordance with the RBHP PA Appendix L Bullet 9.
- 1.9. **Unauthorized use or disclosure of confidential information:**
1.9.1. shall be provided immediately,
1.9.2. as outlined in the RBHP PA 8.0 – 8.19 and,
1.9.3. in accordance with the RBHP PA 8.7 and,
1.9.4. in accordance with the London Health Sciences Centre Confidentiality Policy.
- 1.10. **The existence of any circumstances that could arise or that have arisen in which a staff member's private or personal interest gives rise to an actual, potential or perceived conflict of interest:**
1.10.1. shall be provided immediately,
1.10.2. as outlined in the RBHP PA 9.0 – 9.6 and
1.10.3. in accordance with the RBHP PA 9.5 and,
1.10.4. in accordance with the London Health Sciences Centre Standards for Business Conduct Policy.
- 1.11. **Sales, lease, or otherwise dispose of any assets provided by the MOH or purchased with grant funds:**
1.11.1. the RBHP shall receive prior written consent,
1.11.2. in accordance with the RBHP PA 11.1.
- 1.12. **Change in Paramedic certification (reactivation, deactivation, decertification, recertification):**
1.12.1. as soon as possible,
1.12.2. in accordance with the RBHP PA Appendix 6.

REFERENCES

[Advanced Life Support Patient Care Standards Version 5.4](#)
Emergency Health Services Branch, Ministry of Health

London Health Sciences Centre Confidentiality Policy

London Health Sciences Centre Standards for Business Conduct Policy

Regional Base Hospital (RBHP) Performance Agreement (PA)