



*Great acts are made up of small deeds. ~ Lao Tzu*

## WRH Launches Automation of In-Patient Television Service

Windsor Regional Hospital in association with Hospitality Network will begin to offer its patients an instant and easy method for rental of personal TV service available 24 hours a day, 7 days a week. Patients at the Met Campus will be able to simply dial 52700 from their telephone or turn on their TV to follow the easy instructions to activate services. We are pleased to offer this expanded service to patients and look forward to the implementation of information channels for in-patients in the near future.

## Ugly Christmas Sweater Day!

Join President and CEO, David Musyj in wearing your tackiest Christmas Sweater to work on Friday, December 16th. Pay a toonie and support the *We Care for Kids Family Learning Place* at the Tayfour Campus. Contact Danielle Ramsten at extension 52656 for an envelope to collect your toonies or drop them off to the WRH Foundation office, Diana Roberts at Malden Park or Jeanne Lucier at RCC. Send photos of your ugly Christmas sweater to [publicaffairs@wrh.on.ca](mailto:publicaffairs@wrh.on.ca) and be eligible for fabulous prizes. Team and individual entries will be considered.

## Holiday Receptions

All Employees, Physicians and Volunteers are invited to **Holiday Appreciation Receptions** on Wednesday, December 14th from 2 to 4 pm at the Met Campus (Auditorium) or Friday, December 16th from 2 to 4 pm at the Tayfour Campus (Rehab Room/Malden Park). Members of the Executive Committee will also be visiting staff working evening shifts on Wednesday, December 14th from 9 to 10 pm.

## The Erie St. Clair Regional Cancer Program – Working Together to Deliver the Highest Quality Cancer Care

The Erie St Clair Regional Cancer Program (ESC RCP) has accomplished a great deal over the past year and has many successes to celebrate, including the Diagnostic Assessment Program expansion, cancer surgery wait times and ongoing improvements to the patient experience, to name a few. For more information about who the ESC RCP is, what they do, and their goals and priorities for 2011-2015, visit [www.wrh.on.ca/escrcp](http://www.wrh.on.ca/escrcp) or call Cathy Mombourquette, Communications Coordinator at ext. 58774.

## Holiday Ornaments

Volunteers are selling ornaments at both Campuses in support of the WRH Foundation. Purchase one to honour a loved one during the Holiday Season. Make a donation, and your ornament can be hung on the Holiday Trees provided by *In Honour of the Ones We Love*. Proceeds support Paediatric Services and the *Cornerstone of Caring Campaign*. For more information, contact Terez Balogh at Ext. 52449.

### Did you know?

This year, Windsor Regional Hospital will recognize December 26th, December 27th and January 2nd as Statutory Holidays.

**Tribune is a publication of the Public Affairs Department of Windsor Regional Hospital.  
Submissions can be made to [gisele\\_sullens@wrh.on.ca](mailto:gisele_sullens@wrh.on.ca) or by calling ext. 52008.**

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## **FREEDOM OF INFORMATION FACT SHEET #1 AN INTRODUCTION TO “FREEDOM OF INFORMATION”**

### **WHAT IS “FREEDOM OF INFORMATION?”**

On January 1, 2012, all Ontario hospitals will become subject to the *Freedom of Information and Protection of Privacy Act (F.I.P.P.A)*. This legislation governs records that are in the custody and control of our Hospital since January 1, 2007, unless the record is subject to an express exclusion or exemption under *F.I.P.P.A*. The purpose of *F.I.P.P.A* is two-fold:

To provide a right of access to information under the custody and control of institutions (freedom of information); and

To protect the privacy of individuals with respect to personal information about themselves in the custody or the control of institutions (protection of privacy).

### **WHAT IS A “RECORD”?**

The concept of a record is broad and includes email, reports, letters, audio and video recordings, and records that can be created from existing data stored on a computer. Also, it is not limited to the final form of a document; working copies and drafts of reports and letters are also records. Handwritten notes and other notations made on working copies, drafts, and final forms of documents are also considered parts of records. There may be exemptions or exclusions under *F.I.P.P.A* that apply to the access to part or all of some records. Some practical examples of records that access may be requested are administrative and operational functions, financial considerations and decisions and/or personal information.

### **WHY IS “ACCESS” TO INFORMATION THE HOSPITAL HAS IN ITS CUSTODY AND CONTROL IMPORTANT?**

Right of access is important because certain information should be made available to the public about our Hospital. This supports our culture of transparency and accountability. Limitations to access which are necessary are outlined in *F.I.P.P.A* and they are both limited and specific. Decisions relating to the release of Hospital information will be reviewed independently by the Information and Privacy Commissioner of Ontario. For more information about the Information and Privacy Commissioner of Ontario visit [www.ipc.on.ca](http://www.ipc.on.ca).

### **WHO CAN MAKE A REQUEST FOR ACCESS TO HOSPITAL RECORDS?**

Any person may make a request for access to records under *F.I.P.P.A*. Individuals and organizations - including corporations, partnerships, and sole proprietorships - are considered as “persons” for this purpose.

### **AREN’T HOSPITALS ALREADY COVERED UNDER THE *PERSONAL HEALTH INFORMATION PROTECTION ACT*?**

Yes, our hospital has been covered under the *Personal Health Information Protection Act (P.H.I.P.A)* since 2004. However, *P.H.I.P.A* only governs the collection, use and disclosure of personal health information and not other types of information. Under *P.H.I.P.A*, you are entitled to request access to your own records of *personal health information*, including hospital records. *P.H.I.P.A* also allows a substitute decision-maker to access records of personal health information on behalf of another individual in defined circumstances.