DIRECTORY OF RECORDS

CATEGORY	TYPES OF RECORDS	DESCRIPTION
Administration & Governance	Policies, Procedures and Guidelines	Records that are official hospital and departmental policies, procedures and guidelines.
	Planning and Organization	These records relate to organization's administrative planning and organizing activities
	Committees, Workgroups & Teams	These records relate to hospital meeting minutes and agendas for organizational committees i.e. Board Committee, Departmental Committees.
	Capital Projects	These are records that relate to the planning, construction and commissioning of new and renovated hospital facilities.
Public Relations & Communications	Public Affairs	Records related to the organizations' internal and external communications, initiatives, or services.
	Patient and Family Complaints	There records relate to the complaints and all the records that relate to the investigation and resolution
	Teaching & Learning	These records relate to materials developed by SMH to teach or educate volunteers, staff, physicians and the public e.g. presentations, pamplets etc.
Facilities & Property	Equipment & Supplies	These records relate to the hospital's inventory and management of property and supplies.

	Maintenance	Records relating to the management of the hospital's facilities and real property.
	Security	These records relate to the protection of the hospital's patients, visitors, staff, volunteers, physicians and physical property.
Information Technology and Information Management	System Installation & Maintenance	These records relate to the installation and maintenance of the computerized system and applications
	Software Development Records	These records relate to the all aspects of project management, e.g. Gantt charts, memos, correspondences etc
	Decision Support	These records collect measure and report our hospital performance.
Finance	Financial Management	Records relating to financial management functions, including, budgeting, accounting transactions, accounts payable, accounts receivable, reconciliations, financial reporting and accompanying documentation.
	Procurement of Products & Services	Records relating to the hospital's procurement processes. Proposals (RFP), Request for Quote (RFQ) and Contract Management.
Human Resources	Personnel Files	These are records that relates to the SMH staff, e.g. employment contracts, benefits, performance evaluations etc
	Occupational Health & Safety Files	These records relate to staff employee records, sick time, immunizations, incident reporting, and mask fit testing.

	Child Care Files	These records relate to the children receiving child care services, including, health and safety information and contact information.
Clinical Programs	Clinical Health Care Services	These are records relating to the delivery of health-care services provided by the hospital to patients and their families.
	Clinical Support Services	Records relating to the management and delivery of clinical support services including laboratories, diagnostic imaging and pharmacy.
	Quality Assurance	These are records that are created for the purpose of quality assurance to assess, evaluate and improve the quality of health care related to the processes and procedures of clinical programs.
Volunteer Programs	Volunteer Services	These records relate to the administration and management of the hospital's volunteers and related activities.
	Volunteer Association	These are records related to the administration and management the Gift Shop and the Coffee Corner located in the hospital.

	Spiritual Care	These records relate to the administration and management of the spiritual care and related services.
Medical & Professional Staff	Medical Affairs	These records relate to the personnel files of professional staff i.e. certifications, registrations and professional achievements.
Quality & Risk Management	QCIPA Records	Records related to the reviews conducted under the auspices of the Quality of the Care Committee
	Quality Assurance	These are records that are created for the purpose of quality assurance to assess, evaluate and improve the quality of health care related to the processes and procedures.
	Emergency Planning	Records related to emergency planning such as pandemic plans, fire plans, emergency codes policies and procedures, etc.