


Centre for Prehospital Care
PROCEDURE

CATEGORY: Program Specific **REVISION DATE:** August 7, 2022
ISSUE DATE: June 2014 **ARCHIVE DATE:**
SUBJECT: **REPORTING REQUIREMENTS TO SENIOR FIELD MANAGER**

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Document Owner: Regional Manager	Name: Nicole Sykes
Update Schedule: Annually	
Stakeholder Consultation and Review: Centre for Prehospital Care Program Council	Date: July 19, 2023
Approval: Corey Petrie, Chair, Centre for Prehospital Care Program Council 	Date: September 28, 2022
Electronic signature:	

PURPOSE:

To ensure compliance with the Regional Base Hospital (RBH) Performance Agreement (PA) requirements

PROCEDURE

Special Instructions

- The most responsible staff member of the Centre for Prehospital Care (CPC) will ensure that the Senior Field Manager (or designate) of the Ministry of Health and Long Term Care (MoHLTC), North Emergency Health Services Field office receives the information required by the RBH PA, an agreement of service between the hospital and the MoHLTC.
- Acceptable forms of notification may include carbon copies of letters, emails, reports, informal email or phone notifications (in circumstances where a specific document is not required), minutes of meetings where the Senior Field Manager (or designate) is a sitting member, CPC public facing website and/or the CPC Annual Report.

Method

1. The following information will be provided to the Senior Field Manager (or designate) by the most responsible CPC staff member applicable to each item.
 - A. Proposed operational budget, in accordance with Appendix F of the PA
 - B. In-Year expenditure Report, in accordance with Appendix G of the PA, by October 31st annually
 - C. Year-end Financial Reports, including audited financial statements, in accordance with Appendix H, by June 30th annually
 - D. Unauthorized use or disclosure of Confidential Information
 - E. 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
 - F. All items contained in Appendix I of the PA, as part of the CPC Annual Report, by June 30th annually
 - G. Human Resources Inventory by June 30th annually
 - H. Policies and Procedures; will be posted to the CPC public facing website
 - I. Reports and/or copies of media coverage pertaining to the RBH program
 - J. Notifications of patch delays or failures that are reported to or discovered by the CPC

References and Related Documents

Regional Base Hospital Performance Agreement