

Ballarat Health Services



Freedom of Information

Part II Statements - Publication of Information

In accordance with Part II of the *Freedom of Information (FOI) Act 1982* Ballarat Health Services (BHS) is required to publish certain statements relating to its functions, processes and documents held by the organisation.

Statement 1: Organisation and functions

Ballarat Health Services is the largest health service in the Grampians Region, with patient catchment boundaries extending from Bacchus Marsh to the South Australian border. It serves as the principal referral centre for the region, covering an area of more than 48,000 square kilometres and incorporating nearly 250,000 people. Located approximately 110 kilometres west of Melbourne, Ballarat is at the centre of some of Victoria's most important freight, tourist and commuter transport routes, strengthening its role as a regional service hub.

Established as a single-entity public health service in 1997 by combining the Ballarat Base Hospital, Queen Elizabeth Centre and Grampians Psychiatric Services, BHS maintains a strong commitment to clinical teaching, with strong links to the University of Melbourne, Deakin University, Australian Catholic University and Federation University Australia.

Ballarat Health Services is a major employer within the City of Ballarat, with over 3,800 employees delivering care across acute, residential aged care, sub-acute, community and mental health settings. The clinical and corporate team is supported by a growing volunteer community of more than 300 members who are dedicated to assisting patients and are vital members of the health care team.

Ballarat Health Services is governed by a Board of Management, appointed by the Governor in Council on the recommendation of the Minister for Health. The Board is responsible for setting the strategic directions of Ballarat Health Services within the framework of government policy.

Lead by the Chief Executive Officer, the BHS Executive have responsibility for implementing the strategic directions set by the Board of Management. Executive responsibility for the operation and administration of BHS is distributed across:

- Medical services
- Operational performance and improvement
- Acute nursing and midwifery
- Residential and clinical governance services
- Sub-acute and community services
- Mental health services
- Finance, Information and business development
- Corporate services
- Human resources.

All these departments contribute to the delivery of quality health care, across a wide range of areas, including:

- Allied Health Services
- Acquired brain injury
- Breast Care
- Cardiology
- Cognitive Impairment and Dementia Management
- Community Nursing
- Diagnostic and Radiology (X-ray) Services
- Critical Care
- Dental Services
- Diabetes Education
- Ear, Nose and Throat Surgery
- Emergency Medicine
- Endocrinology, including Diabetes Management
- Falls and Balance
- Gastroenterology
- General Medicine
- General Surgery
- Geriatric Evaluation and Management
- Gynaecology
- Infection Control
- Intensive Care
- Lymphoedema Management
- Maxillofacial Surgery
- Medical Oncology
- Neonatology
- Nephrology and Renal Dialysis
- Neurology
- Maternity Services
- Ophthalmology
- Organ and Tissue Donation Service
- Orthopaedic Surgery
- Otolaryngology
- Outpatient Services
- Paediatric Medicine
- Pain Management
- Palliative Care
- Pharmacy
- Plastic Surgery
- Mental Health Services
- Rehabilitation (in-patient and out-patient)
- Residential Aged Care
- Respite Care
- Stroke Management
- Stomal Therapy
- Thoracic Medicine
- Thoracic Surgery
- Urology
- Vascular Surgery
- Wound Management

The BHS Community Advisory Committee (CAC) provides direction and leadership to increase community and consumer involvement across the organisation. The CAC also has an important role in advocating to the Board of Management on behalf of the community, consumers and carers. Ballarat Health Services aims to meet the needs of its community and takes seriously the responsibility under the Health Services Act to ensure effective community participation.

BHS incorporates consumer feedback and community views into all quality improvement processes.

BHS maintains a library for the use of staff and students at the service, providing access to books, audio-visual materials and journals across a wide range of subject areas.

Further information about BHS is accessible via Annual Reports and through the BHS website.

Statement 2: Categories of documents

Ballarat Health Services creates and maintains a large number of documents and records in the course of its work.

The types of documents that BHS maintains includes:

- policy, procedures and standards
- reports
- medical records
- registers

- correspondence
- meeting records
- financial records
- audio visual material
- staff records
- archival records

The definition of the word "document" is given broad scope in the FOI Act. Examples of documents are books, maps, plans, drawings, audio-visual media, photographs and documents that could be produced in discrete form by the use of a computer or other equipment (e.g. material stored in a database, USB stick or hard drive). It does not include library material maintained for reference purposes.

Statement 3: FOI Arrangements

Publicly available BHS documents are listed and accessible via the Media and Publications section of the BHS website: <http://www.bhs.org.au/media-events>

To access non-published documents held by BHS, an application must be made for access under the FOI Act.

FOI applications must be in writing, in either the form of a letter or a completed FOI application form. Requests for personal information will not be processed without a valid form of identification.

Application forms are available on-line from the BHS website: <http://www.bhs.org.au/node/49>

All requests should be addressed to:

FOI Officer
 Health Information Services
 Ballarat Health Services
 PO Box 577
 BALLARAT VIC 3353

The request must include payment of the application fee. The current fee schedule is available from the BHS website: <http://www.bhs.org.au/node/49>

The application fee will be waived if the applicant provides evidence that they receive social security benefits e.g. a current Centrelink card.

Statement 4: Publications

The Ballarat Health Services website has links to a wide range of publications available including the following:

- Annual Reports from 2006-2007 to present
- Quality of Care Reports from 2007-2008 to present
- Patient Rights and Responsibilities statement
- Freedom of Information statement and information
- BHS News – Health Matters
- Media Releases
- Strategic Plan
- Statement of Priorities
- Environmental Sustainability Statement.

BHS produces a wide range of written health information across the organisation. Written health information is any information, including brochures, instruction sheets, posters, advertising fliers and/or information available to consumers via electronic or print media. Written health information is distributed by staff providing treatment, care and/or services.

The BHS library serves the information needs of staff and students through access to the collection of approximately 7,000 books, and 10,000 electronic journals covering health sciences and related subjects such as law, ethics, sociology and business administration.

Statement 5: Rules, policies and procedures

To support the operation and administration of BHS a range of internal policy and procedural documents are maintained.

For further information regarding other BHS rules, policies and procedures, contact the office of the Chief Executive Officer on 5320 4300.

Statement 6: Report literature

Under section 11 of the FOI Act, BHS must make a range of final reports and records of decisions relating to policy and the administration of policy available for inspection or purchase.

The literature listed below is available on the BHS website:

- Annual report
- Quality of Care report
- BHS News
- Media Releases
- Strategic Plan
- Statement of Priorities
- Environmental Sustainability Statement.