



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1589

MINISTRY OF LEGAL AFFAIRS
REGISTRAR GENERAL DEPARTMENT
PUBLIC NOTICE AD 15x3 B/W



MINISTRY OF LEGAL AFFAIRS

REGISTRAR GENERAL'S DEPARTMENT

PUBLIC NOTICE

The public is hereby notified that
Mrs. Majorie Bidaisee of Sangre
Grande County Hospital, Ojoe Road,
Sangre Grande has been appointed
District Registrar of Births and Deaths
for the **District of Matura** in lieu of
Ms. Thomassia Palmer with effect from
August 2nd, 2005.

Dated this 25th day of July 2005.

Registrar General



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Public Statement of the Ministry of Health in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act # 26 of 1999

General Information for all Divisions in the Ministry Of Health

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Health is required by law to publish the various categories of documents and information available for public scrutiny.

The Act gives the public:

- 1 A legal right for each person to access information held by the Public Authority;
- 2 A legal right for each person to have personal information where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7(1) (a) (i)

Ministry of Health Administrative Headquarters

MISSION STATEMENT

To promote wellness and ensure the provision of quality health care to the people of Trinidad and Tobago in an affordable, sustainable and equitable manner.

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The Ministry of Health is located at 63 Park Street, Port of Spain and is comprised of six directorates:

- Health Policy and Planning
- Health Promotion and Public Health
- Human Resources
- Legal Services
- Quality Management
- Finance and Administration

A Health Sector Reform Programme is being undertaken in order to facilitate efficient realization of the Ministry's Mission. Specifically the reform allows the Ministry of Health to be relieved of operational responsibility for the provision of services and the Ministry is now vested with the responsibility for all health policy, planning, monitoring, information provision, regulating, financing and purchasing of health services. In this regard, Five (5) Regional Health Authorities listed here under have been set up as autonomous statutory bodies and they carry responsibility for ensuring health care service delivery to all residents in their respective regions. The public are required to access information directly from the specific Regional Health Authority, who would be publishing statements on their own behalf

The Northwest Regional Health Authority;

The Northcentral Regional Health Authority;

The Southwest Regional Health Authority;

The Eastern Health Authority; and

The Tobago Health Authority.

The Ministry has retained control of the administration of thirteen (13) broad-based Units called National Vertical Services and five (5) Special Programmes ie: Hansen's Disease Control Programme; National TB Control Programme; National AIDS Programme; Population Programme and Expanded Programme on immunization. These programmes relate to those specialist services which must be provided on a

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national scale. They impact on the entire country and do not relate to any singular health regional area. The National Vertical services are outlined hereunder:

1. ENVIRONMENTAL HEALTH
2. INSECT VECTOR CONTROL DIVISION
3. OCCUPATIONAL HEALTH UNIT
4. QUEEN'S PARK COUNSELLING CENTRE AND CLINIC
5. VETINARY PUBLIC HEALTH
6. CHEMISTRY, FOOD AND DRUGS DIVISION
7. PHARMACY/DRUG INSPECTORATE DIVISION
8. TRANSPORT SERVICES
9. HEALTH EDUCATION DIVISION
10. DENTAL SERVICES
11. MEDICAL LIBRARY SERVICES
12. PROJECT ADMINISTRATIVE UNIT
13. PUBLIC HEALTH ENGINEERING

Responsibilities of the Department classified as National Vertical Services.

1. Environmental Health

The role and responsibility of this unit are the effective control and prevention of Environmental Health hazards via surveillance and advocacy with a view towards giving expression to the role of Environmental Health in the national landscape and its importance in sustainable development. This Unit is located at Level 3 of Ministry of Health #63 Park St., Port Of Spain.

2. Insect Vector Control Division

The Mission of this Insect Vector Control Division is to provide a service for the protection of the nation's health from vector borne diseases through the application of safe, effective and economical integration of appropriate sustainable vector control measures. Towards this end the unit engage in detection and surveillance activities with a view to prevent the outbreak of diseases. The Insect Vector Control Division is located at #3 Queen Street, St. Joseph. Telephone Nos. are 662-2281, 2286.

3. Occupational Health Unit

This Unit functions primarily as an investigative and advisory unit within the Environmental Division of the Ministry of Health to assist both the Public and Private Sectors on Occupational and Environmental Health issues. Surveys are conducted to assess occupational health and safety conditions in industrial establishments and advice given where necessary. A register of these industries is compiled by the Unit.

4. Queens Park Counselling Centre

To provide Quality Health Care to clients with sexually transmitted infection and, HIV/AIDS, and to their disease. Their contacts and others concerned in an affordable sustainable and equitable manner and also to control the incidence of these diseases in Trinidad and Tobago.

Services Provided:

- *Clinic Care*
- *Counselling*
- *Blood Testing for STI/HIV AIDS*
- *Treatment for STI*
- *Referrals for further care and/or treatment of sexually transmitted infections and HIV/AIDS*

5. Veterinary Public Health

The Mission of the Veterinary Public Health Unit is to apply veterinary skills and knowledge for the advancement of human health. Activities of the unit include:

1. preventing of human diseases from food of animal origin
2. assisting in the prevention and control of zoonotic diseases, that is, animal diseases transmittable to human
3. providing advisory services in Veterinary Public Health

The Unit is located at Level 2, City Drugs Building #42 Independence Square Port of Spain. Telephone Nos. are

6. Chemistry Food and Drugs Division

The Mission of the Chemistry Food and Drugs Division is to:

- ensure safe quality of an equitable standard for use by consumers of food, drugs, cosmetics and medical services;
 - ensure safety in use, the proper management and acceptable standards for pesticides and toxic chemicals;
- provide technological and laboratory services in the areas of food, drug, cosmetics, medical devices, pesticides and toxic chemicals.

The Division is the body responsible for the administration of the Food and Drugs Act and Regulations and the Pesticides and Toxic Chemicals Act and Regulations.

The Administration and Inspectorates are located at #92 Frederick Street, Port of Spain. The laboratories are located at #115 Frederick Street, Port of Spain and San Fernando General Hospital compound, San Fernando.

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The telephone number for the Port of Spain Division is 623-2854 and the laboratory 623-2476 while the telephone number for San Fernando is 652-3389.

In addition, this Unit has conducted a number of research projects in various areas as Lead Poisoning, Asbestos, Sick Building Syndrome, Pesticides. Some of these projects were done in conjunction with other agencies as The Environmental Management Authority (EMA), The University of the West Indies (UWI), Caribbean Agricultural Research Institute (CARIRI). These papers can be obtained at the Unit which is located at #27 Frederick Street, Port of Spain. Telephone 623-5422.

7. Pharmacy/Drug Inspectorate Division

The Mission of the Pharmacy/Drug Inspectorate is to provide an optimal level of pharmaceutical care by monitoring and ensuring the proper use of effective, affordable, quality drugs equitably available and accessible to the citizens of Trinidad and Tobago. The Division is located on Ground Floor of the Ministry of Health, #63 Park St., Port of Spain.

8. Transport Services

The Transport Division provides vehicle maintenance/repair for various departments of the Ministry of Health. Arrangements are also made to have all vehicles inspected and insured.

This Division is located on the compound of the Eric Williams Medical Sciences Complex, Champ Fleurs. Telephone 645-8841.

9. Health Education Division

The mission of the Health Education Division is educate, through the provision of information and skills, to enable individuals and communities to take responsibility for their health and to mobilize communities for the creation of an environment which promotes wellness.

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Activities include school health programmes, health fairs/exhibition, drug awareness, education programmes, immunization outreach facilitation and various health promotion campaigns. This division is located at Level 3 of the Ministry of Health, #63 Park St., Port of Spain.

10. Dental Services

The Mission of the Dental Services Division is to improve the oral health of all citizens by the provision of quality oral health care to ensure that this is done in an acceptable, equitable, sustainable and cost effective manner.

Dental Services currently provided for children ages 2-12 years are fillings, cleaning, fluoride treatment and dental health education. For adults, only pain relief (tooth extractions) is undertaken.

The Dental Services are provided at specified Health Centers throughout Trinidad and Tobago. The offices of the Dental Services Division are located at Queen Mary Avenue, Arima. The Telephone is No. 667-4716.

11. Medical Library Services

Medical Library Services is a division within the Ministry of Health which comprises a network of twenty-one (21) library units located throughout the country at the major public hospitals, polyclinics, health centers and divisions of the Ministry.

Their mission is to provide a high quality of library and information service and to extend and disseminate these services to all health personnel in the country, thereby promoting excellence in health through easy and speedy access to information.

The Medical Library is situated at the Port of Spain General Hospital and is at present the administrative head and co-ordinating center of the system. Telephone number 623-2437.

12. Project Administration Unit

The Project Administration Unit is the Unit in the Ministry charged with the sole responsibility of executing the Health Sector Reform Programme (HSRP). Accordingly, it is responsible for efficiently carrying out all components of the HSRP i.e. physical infrastructural projects as well as institutional strengthening aspects of soft components. Activities such as project definition, procurement of relevant consultancy support, financial administration, project monitoring and review fall under the purview of the Project Administration Unit.

The Unit is headed by a Project Director who has overall responsibility for the success of the Unit. Other key staff are:

- Finance Manager
- Health Infrastructure Procurement Professional
- Technical Assistance Procurement Personnel
- Office Manager/ Administration and Secretarial Support Staff.

This Unit is located at the City Drugs Building No. 42 Independence Square Port of Spain. Telephone No.

13. Public Health Engineering Department

Section 7(i) (a) (ii)

Categories of Documents held by the Ministry of Health

Documents held by or which originate at the Ministry of Health Head Office include:

- 1) Personnel files, re: staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, medical histories, disciplinary matters etc.
- 2) Files on the procurement of supplies and services, equipment, maintenance, disposal

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- 3) Local, Foreign and Technical Co-operation assistance rendered to and provided by the Ministry of Health.
- 4) Circulars, Memoranda, Notices, Bulletins, etc.
- 5) Files dealing with official functions, conferences and events hosted and attended by the Ministry of Health.
- 6) Financial Records (cheques, vouchers, receipts, journals, etc).
- 7) Cabinet Documents.
- 8) Policy and Procedure Documents.
- 9) Documents relating to Health Sector Reform Programme - implementation, annual reviews, Health and Health Related programme monitoring, consultancies and programme funding.
- 10) Legislation and Legal Instruments.
- 11) Legal Opinions and related matters.
- 12) Minutes/ Agenda of Meetings.
- 13) Reports: Statistical, Audit, Consultants'/Technical, Epidimiological.
- 14) Inventories.
- 15) Periodicals and publications;
- 16) Complaint/suggestion files.
- 17) Annual Reports.

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- 18) Information on Statutory Boards and Committees - Appointments, Terms of Reference.
- 19) Information on Cabinet appointed Boards, Committees, Commissions Membership, Terms of Reference.
- 20) Quality Management strategies and protocols for improved service delivery.
- 21) Subventions issued to Non-governmental Organisations.

*** All legislation is available for purchase from the Government Printer.

Section 7(i) (a) (iii)

Material Prepared for Publication/ Inspection:

The public may inspect/obtain copies of the material listed in the Ministry's "Catalogue of Information" available in the Ministry's Library between the hours of 9.00am and 3.00pm on normal working days. The library is located at:

Level # 3

63 Park St.

Port of Spain

Telephone Nos. 627 – 0010 Ext. 508

Section 7 (i) (a) (iv)

The Ministry does not have any documents or literature available by subscription.

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Section 7 (i) (a) (v)**General Policy for Accessing a Document from the Ministry of Health:**

How to request information:

General Procedure:

Our general policy is to answer all requests for information, both oral and written. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), *you must make your request in writing*. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at the office of Organisation and General Administration Ministry of Health, for information that is not readily available in the public domain.

Addressing Requests:**Details in the Request:**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not Handled under the FOIA:

The request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from this Ministry or another public authority, for example brochures and pamphlets etc.

Responding To Request:**Retrieving Documents**

The Ministry of Health is required to furnish copies of documents only when they are in our possession or those we can retrieve from storage. If we have stored the information in the National Archives or another storage center, we will retrieve it where possible in order to process your request.

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Furnishing Documents

- i. We are required to furnish copies of information we have in our possession, custody or power. We are not compelled to create new documents. For example, we are not required to write a new programme so that a computer will print information in the format you prefer.
- ii. We are not required to perform research for you.
- iii. We are required to furnish only one copy of a document.
- iv. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following:-

- (a) Create new documents (b) Perform research for you

Time Limits

General- FOIA sets a time limit of thirty (30) calendar days for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that your request may have been incorrectly or mis-directed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

Time Allowed - We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. It is determined that you are entitled to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting a of request for such documents may, therefore, be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, example The Exchequer and Audit Act, Chap. 69:01.

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Section 7 (1) (a) (vi):**Officers in the Public Authority Responsible for:**

1. The initial receipt of and action upon notices under section 10;
2. Requests for access to documents under section 13: and
3. Applications for corrections of Personal Documents under section 36 of the FOIA.

To facilitate prompt handling of your request, please address it to

Ministry of Health,

Attn: Ms Patricia Sinkia

Administrative Officer IV

Level 2

Ministry of Health

#63 Park Street

Port of Spain

627-0010 Ext. 408 625-7502

The alternate officer is

Ms. Mertle Hinds

Records Manager II

Level 2

Ministry of Health

#63 Park St.

Port of Spain

627-0010 Ext. 404

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies**

(Meetings/Minutes are open to the public)

At the present time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Information in the public domain can be accessed in our library or through our website at www.healthsectorreform.gov.tt. You may make general enquiries by calling 627-0010 Ext. 508.

The Library/Reading Room is located on Level 3, of the Ministry of Health – Head Office, #63 Park Street, Port of Spain and is open to the public from Mondays to Fridays between the hours 9.00 a. m. to 3.00 p.m.

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Section 8 STATEMENTS**Section 8 (1) (a) (1)**

- 1 Gazette Material
- 2 Financial Regulations
- 3 Financial Instructions
- 4 Public Service Commission (Amendment) Regulations
- 5 Guidelines for the Administration of the Devolved Functions.
- 6 Service Commission Department Manual of Guidelines and Procedure for the Exercise of Delegated powers. (These are available for purchase at the Government Printery.
- 7 Regional Health Authority Act
- 8 Freedom of Information Act
- 9 Tissue Transplant Act and Regulations
- 10 Births and Deaths Registration Act, Chap. 44:01
- 11 Burial Grounds Act, Chap. 30:50
- 12 Coroner's Act, Chap. 6:04
- 13 Cremation Act, Chap. 30:51
- 14 Dental Profession Act, Chap. 29:54
- 15 Food and Drugs Act, Chap. 30:01
- 16 Hansen's Disease Control Ordinance 1961
- 17 Litter Act, Chap. 30:52
- 18 Malaria Abatement Act, Chap. 28:50
- 19 Medical Board Act, Chap. 29:50
- 20 Mental Health Act, Chap. 28:02
- 21 Nurses and Midwives Registration Act, Chap. 29:53
- 22 Opticians Registration Act, Chap. 29:51
- 23 Pesticides and Toxic Chemicals Act, 1979
- 24 Pharmacy Board Act, Cha. 29:52
- 25 Private Hospitals Act, Chap. 29:52
- 26 Public Health Ordinance, Ch. 12 No. 4
- 27 Public Health (Nursery Schools and Primary Schools Immunisation) Act, Chap. 28:03
- 28 Quarantine Act, Chap. 28:05
- 29 Regional Health Authorities Act No. 5 of 1994
- 30 Schools (Medical Inspection) Act, Chap. 28:04
- 31 Tuberculosis Control Act, Chap. 28:51
- 32 Venereal Disease Act, Chap. 28:52
- 33 Veterinary Surgeons (Registration) Act, Chap. 67:04

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Section 8 (1) (a) (ii)

1. Ministry of Public Administration and Information – Training Policy for the Public Policy for the Public Service of Trinidad and Tobago
2. Training Policy Guidelines
3. Shaping performance A manual for Performance Management in the Public Service of Trinidad and Tobago.
4. Protocol on the Care of Patients Accessing Mammography Services
5. Protocol to Introduce Quality Management at District Health Facilities
6. Accreditation Standards Manual for the Health Sector
7. Patients Charter of Rights and Obligations
8. Patient Care Risk Reduction Protocol
9. Client Feedback (Complaints) Information Manual
10. Standards for Community Care
11. Quality Control in Radiology Procedure Manual
12. Practice Standards for Patient Care Assistants
13. Standards for Neonatal Care
14. Protocol on the Care of Patients Accessing Cervical Screening Services
15. Protocol to Guide the Delivery of Services in Accident and Emergency Departments

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Section 8 (1) (b)

- 1 Patients Charter of Rights and Obligation
- 2 Health Services Accreditation Manual
- 3 Client Feedback Information Manual
- 4 QUALITY 2001 –A Reality Implementation and Evaluation Report
December 2003
- 5 Assessment Instrument for Accreditation Standards Manual for T&T
- 6 Protocol for the Diagnosis of Brain Stem Death- May 4 2004
- 7 Review of the Surgical Waiting List at Public Hospitals – Oct 02
- 8 Improving Waiting List Management for Electric Surgery Nov- 2003
- 9 Client Feedback (Complaints) Annual Reports from March 1996 to
February 2004
- 10 Brief Status Report of the Quality Improvement Programme – Nov. 12,
2003
- 11 MOH/PAHO Report of the Risk and Safety Survey of Health Facilities
- 12 Report on Sensitization Session of the Quality Improvement Programme
for RHAs – March 05
- 13 Total Quality Management Handbook for the Health Sector
- 14 Report on Risk Management Workshop – Dec 12, 1997
- 15 Seminar/Workshop on Implementing a continuous Quality Improvement
System
- 16 Report on Workshop on Technical Skills for Quality Control in
Radiology – Nov. 2000
- 17 Report on Knowledge Assessment Survey of Staff on By-Laws – Jan '02
- 18 Report on Survey of RHA Performance Indicators – Feb 02

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Section 9 Statements

Section 9 (1) (a) - (e) (g) - (m)

At this time no documents that fall within the meaning of this section of this Act are lodged at the Ministry of Health.

Section 9 (1) (f)

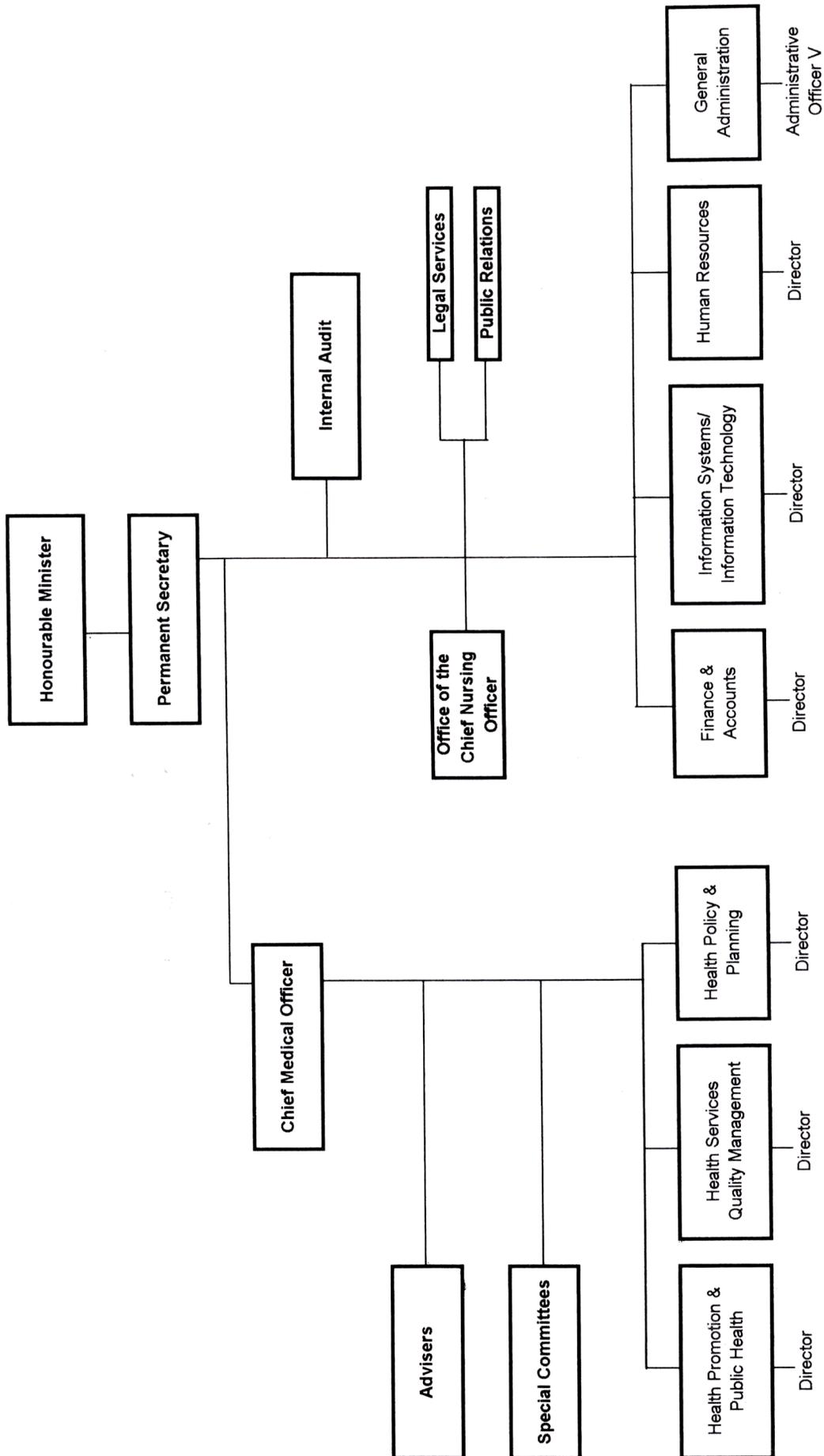
A report prepared for the public authority by a consultant who was paid for preparing the report;

- 1 Design/Supervision for Upgrade EWMSC & Mt. Hope Maternity
- 2 Design/Supervision for Pt. Fortin, SFGH & some Health Centres Under HSRP
- 3 Design/Supervision for Scarborough & POSGH Under HSRP
- 4 Design & Supervision for Health Centres Under HSRP
- 5 Project Management Consultants for Infrastructure under HSRP
- 6 Design & Supervision for Health Centres Under HSRP
- 7 Health facilities Maintenance & Engineering
- 8 Feasibility Study Point Fortin Hospital
- 9 Design & Supervision Consultants for SFGH Old Wing
- 10 National Oncology Centre, Operationalisation of Scarborough Hospital, Techno-Economic Feasibility
- 11 National Oncology Centre, Operationalisation of Scarborough Hospital
- 12 RHA Management Systems
- 13 Health Facilities Accreditation System/Health Needs Assessment
- 14 Technical Assistance-Institutional Strengthening
- 15 Technical Advice on upgrade of National Radiotherapy Centre
- 16 Quality Management Training (Local Promotion & Training)
- 17 Actuarial Review of Pension Fund
- 18 Short Term HR/IR Support to MOH/EHAs/Transfer Options
- 19 Annual Financial & Accounting Audit of HSRP
- 20 Primary Care Systems Development (Including Health Promotion and Counterparting),
- 21 Technical Study Waste Management System
- 22 Social marketing and Research Services

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**MINISTRY OF HEALTH
HEAD OFFICE, APPROVED TOP STRUCTURE**

Structure and Function of the Ministry of Health



Government of the Republic of Trinidad and Tobago
Public Statement of the South-West Regional Health Authority
In compliance with sections, 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the South-West Regional Health Authority is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- 1) A legal right for each person to access information held by the South West Regional Health Authority.
- 2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function And Structure Of The South-West Regional Health Authority (SWRHA)

SWRHA'S MISSION:

The SOUTH-WEST REGIONAL HEALTH AUTHORITY (SWRHA) is in the business of promoting wellness and providing cost-effective customer focused health care to the people of the South-West region within the guidelines of the national policy.

The South-West Regional Health Authority is a statutory body, which was established on May 20, 1994 in accordance with the Regional Health Authorities Act No.5 of 1994 of the Republic of Trinidad and Tobago. It comprises a staff of three thousand, three hundred and fifty-four (3,354), which represents both SWRHA, and employees of the Ministry of Health. The SWRHA is headed by a Chief Executive Officer and is divided into six (6) responsibility centers as hereunder:

1. The Regional Administration Centre
Health View Avenue, Paradise Pasture, San Fernando

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2. County Medical Officer of Health, Victoria
160 Pointe-a-Pierre Road, San Fernando
 - Princes Town District Health Facility
 - Debe Health Centre
 - Indian Walk Health Centre
 - Lengua Health Centre
 - Moruga Health Centre
 - Pleasantville Health Centre
 - Gasparillo Health Centre
 - La Romaine Health Centre
 - Marabella Health Centre
 - Rochard Douglas Health Centre
 - Ste. Madeleine Health Centre
 - Tableland Health Centre
 - Williamsville Health Centre
 - Claxton Bay Health Centre

3. County Medical Officer of Health, Caroni (South)
Southern Main Road, Couva
 - Couva District Health Facility
 - Extended Care Centre
 - Freeport Health Centre
 - Flanagan Town Health Centre
 - Gran Couva Health Centre
 - Las Lomas Health Centre
 - Tabaquite Health Centre
 - Talparo Health Centre
 - Todds Road Health Centre

4. County Medical Officer of Health, St. Patrick
High Street, Siparia
 - Erin Health Centre
 - Chatham Health Centre
 - Guapo Health Centre
 - La Brea Health Centre
 - Iacos Health Centre
 - Palo Seco Health Centre
 - Penal Health Centre
 - Penal Rock Road Health Centre
 - Point Fortin Health Centre
 - Point Fortin Extended Care Centre
 - Siparia Health Centre
 - South Oropouche Health Centre
 - Cedros Health Centre
 - Fyzabad Health Centre
 - Granville Health Centre

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5. San Fernando General Hospital
Independence Avenue, San Fernando
6. Area Hospital Point Fortin
Volunteer Road, Point Fortin

Effect of Functions of the SWRHA on Members of the Public:

The SWRHA is in the business of providing healthcare to the citizens of the South-West region. As such, its work impacts directly on the persons living or working in the South-West region and by extension to every citizen of Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the SWRHA:

The SWRHA has the following categories of documents in its possession:

- 1) Files dealing with administrative support and general administrative documents for the operations of the SWRHA.
- 2) Personnel files, which detail all staff appointments, job applications, job descriptions and specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
- 3) Files dealing with the accounting and financial management function of the SWRHA
- 4) Financial Records, such as, cheques, vouchers, receipts, journals.
- 5) Files dealing with matters relating to the procurement of supplies, equipment.
- 6) Maps/Charts/Photographs/Compact
- 7) News Releases, speeches originating at the SWRHA
- 8) Policy and Procedure Documents: Human Resources, Finance, Procurement, etc.
- 9) Internal and External correspondence files
- 10) Legislation and Legal Instruments
- 11) Legal Opinions and related matters
- 12) Files dealing with training - local and foreign and technical co-operation
- 13) Minutes and Agenda of meetings

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- 14) Files dealing with circulars, memoranda, notices, bulletins, etc.
- 15) Reports: Statistical, Annual/monthly/quarterly, Audit Consultants/Technical, Corporate, Valuation, Accident and Incident, etc.
- 16) Environmental Impact Assessments
- 17) Briefing Papers
- 18) Cabinet Documents
- 19) Customer Files
- 20) Books, Booklets, Leaflets, Pamphlets, Brochures, posters, newspaper clippings
- 21) Files dealing with official functions, conferences and events hosted and attended by the SWRHA.
- 22) Inventories
- 23) Periodicals and publications
- 24) Complaint/suggestion files
- 25) Registers/Certificates/Permits/Licenses, etc.
- 26) Medical Records of patients visiting our health facilities, including monthly and annual Statistical Reports

Section 7 (1) (a) (iii)

Material prepared for publication or inspection: (check if relevant)

The public may inspect and/or obtain copies of the following material between the hours of 10.00 a.m. - 3.00 p.m. on normal working days at:

South-West Regional Health Authority
Healthview Avenue
Paradise Pasture
San Fernando
Telephone/Telefax Nos: 653-4259 / 653-2495
E-mail Address:

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- SWRHA Employee Handbook

Section 7 (1) (a) (iv)

Literature available by subscription:

The SWRHA does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the SWRHA:

How to Request Information:

- **General Procedure:**
Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in our Lobby for information that is not readily available to members of the public.
- **Addressing Requests:**
To facilitate prompt handling of your request, please address it to the Designated Officer of the SWRHA.
- **Details in the Request:**
Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.
- **Requests not handled under the FOIA:**
A request under the FOIA will not be processed to the extent that it asks for information, which is currently available to members of the public, either from this public authority or for example, brochures and pamphlets, etc.

Responding to your Request

- **Retrieving Documents:**
The SWRHA is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

Please note that prior to the commencement of the Freedom of Information Act 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chapter 69:01.

1591—Continued

▪ Furnishing Documents:

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note that we are not compelled to do the following:

- a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- b) Perform research for you.

Time Limits:

▪ General:

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

▪ Time Allowed:

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

Section 7 (1) (a) (vi)

Officers in the South-West Regional Health Authority responsible for:

1. The initial receipt of and action upon notices under Section 10
2. Requests for access to documents under Section 13, and
3. Applications for correction of Personal Information under Section 36 of the FOIA.

The Decision Maker is:

Chief Executive Officer (Ag)
Mr. Michael Harris
South West Regional Health Authority
Healthview Avenue
Paradise Pasture
San Fernando
Telephone/Telefax Nos: 653-8383/ 653-2495

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The Designated Officer is:

Mr. Wilfred Edwards
Regional Medical Records Officer
South-West Regional Health Authority
Healthview Avenue
Paradise Pasture
San Fernando
Telephone/Telefax Nos: 653-4259/ 653-2495

The Alternate Officer is:

Ms. Zenobia Nanan
Public Relations Assistant
South West Regional Health Authority
Healthview Avenue
Paradise Pasture
San Fernando
Telephone/Telefax Nos.:653-4259/653-2495

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other Bodies:**

The South West Regional Health Authority at times hosts Public Board meetings and Community Meetings, which are open to the public. These meetings are advertised accordingly.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities:**

Information to members of the public can be accessed in our Reading Room. You may make general enquiries to our Receptionist at 653-4259. The Reading Room at the SWRHA is located at our Regional Administration Centre on Healthview Avenue, Paradise Pasture, San Fernando. The Reading Room is open to the public from Mondays to Fridays from 10.00 a.m. to 2.00 p.m.

Policy of the SWRHA for provision of copies of documents held to members of the public:

- Charge for photocopies is 25 cents per page.
- Certain provision of documents may be subject to a small charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Room.

Section 8 Statements

Section 8 (1) (a) (i)**Documents containing interpretations or particulars of written laws or schemes administered by the SWRHA, not being particulars contained in another written law:**

1. Act No. 23 of 2000 – Act to Amend the RHA Act 1994
2. Act No. 31 of 1994 – Act to Amend the RHA 1994
3. Exchequer and Audit Act
4. Freedom of Information Act 1999
5. Regional Health Authorities Act 1994
6. Mental Health Act 2001
7. An Act for the Incorporation of Trinidad and Tobago Association for Mental Health
8. Nurses and Midwives Registration Act Chapter 29:53
9. Public Health Revised Ordinances, 1950

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10. Antibiotic Act
11. Mental Health Act (Chapter 28:02, 1975-1979)
12. Medical Board Act (Chapter 29:50), 1960-1976)
13. Pharmacy Board Act (Chapter 29:52, 1960-1976)
14. Trinidad and Tobago Ministry of Health-Drug Formulary, 1994.

16. The Judicial Review Act, 2000. Act No. 60 of 2000. Agreement of Sections.
17. The Regional Health Authority Act, 1994, Act No. 5 of 1994.
18. BILL: An Act to incorporate the Trinidad and Tobago Registered Nurses Association
19. The Nurses and Midwives Registration Regulations 1977
20. The Public Service Commission Regulations 1966
21. The Civil Service Regulations 1967
22. An Act to Establish the Tobago House of Assembly Act No. 37 of 1980
23. An Act to Incorporate the Trinidad and Tobago Registered Nurses Association Act No. 30 of 1980
24. The Nurses and Midwives Registration Regulations Act, Chap. 29:53 (Amendment)
25. The Nurses and Midwives Registration (Amendment) Regulations, 1991
26. Declaration of Alma-Ata
27. Sexual Offences Bill, No. 2 of 1986
28. Civil Service Act No. 29 of 1965, Chapter 23:01
29. Mental Health Act No. 30 of 1975, Chapter 28:02
30. Draft Proposal of Council for Amendment of the Nurses and Midwives Registration Act Ch 29:53
31. Rules and Regulations
32. Policy Guidelines
 - (a) Civil Service Regulations and
 - (b) Public Service Regulations

33. Letters of Understanding (Circular Memorandum).
34. Ministry of Attorney General – Legal Affairs – Eleventh, Twelfth, Thirteenth and Fourteenth Periodic Report of the Republic of Trinidad and Tobago – International Convention on the Elimination of All Forms of Racial Discrimination – September 2000
35. Terms and conditions of employment in the Public Services
36. Laws of Trinidad and Tobago – Civil Service Act Chapter 23:01
37. Laws of Trinidad and Tobago – Nurses and Midwives Regulations Act Chapter 29:53
38. Legal Supplements Pt. B. Vol. 36
 - The Municipal Corporation Act 1990
 - The Arima Borough Corporation Standing Order 1996
 - The Siparia Regional Corporation Standing Orders 1996
 - The San Juan/ Laventille Regional Corporation Standing Order 1996

39. Trinidad and Tobago HSRP – Regulating Health Care in T&T – A working Paper.
40. Laws of the Health Sector of T&T January 1986
41. Constitution of the Trained Nurses and Midwives Association of Trinidad and Tobago
42. Trinidad and Tobago Nursing Council – Nurses and Midwives Regulation Act
43. Draft Ammendment Laws of T&T
 - Nurses and Midwives Regulation Act Chapter 29:53 (Act 33 of 1960 Amended)
45. Legal Supplement Pt. B Vol. 41 No. 116

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Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside of the SWRHA, or similar documents containing rules, policies, guidelines, practices of precedents.**

1. Public Service Regulations 1967.
2. Manual of Terms and Conditions of Employment from the Personnel Department (CPO) 1989
3. Mortuary Services Manual, Oct 2001
4. Y2K Contingency Planning Manual
5. Information Manual for Client Feedback Systems (Customer Relations/ Complaints Systems) in collaboration with PAHO July 2001
6. Review of National Health Services Plan Jan 1999
7. SWRHA Action Plan 1998-1999
8. National Health Services Plan, SWRHA Consultation, 1999
9. Release of Information April 2002
10. Patient Care Risk Reduction Protocol (Revised Mar 1999)
11. San Fernando Hospital Development Control Plan (Apr 1995)
12. A Strategy for Implementation and Monitoring a Continuous Quality Improvement Programme for the Health Sector in Trinidad and Tobago May 1997
13. Policies and Procedures Manual. Based on Accreditation Standards for the Health Sector, AHPF
14. Mission Statement
15. Vision Statement
16. SWRHA Employee Handbook
17. Finance Policy and Procedure Manual
18. Procurement Policy and Procedure Manual
19. Accident and Emergency Triage Policy and Procedure Manual
20. Ambulatory Surgery Policy and Procedure Manual, AHPF
21. Mortuary Services Manual, GHSF
22. Risk Management Programme, Risk Management Workshop for RHA and Institution Staff
23. Information Manual for Customer Relations/Complaints Systems
24. Ministry of Health - NWRHA Financial Policies and Procedures Manual
25. Presentations on SWRHA's Procurement Policies and Procedures
26. Regional Health Authorities Pension Fund Plan: Members' Booklet
27. The Regional Health Authority Pension Plan Fund
28. National Philosophy of Nursing in the Republic of Trinidad and Tobago
29. Code of Professional Conduct for the Registered Nurse Midwife and Health Visitor
30. Employee Performance Incentive Programme
31. Materials Management Policies and Procedures Manual
32. Information Booklet of the Nursing Council of Trinidad and Tobago
33. Draft National Youth Policy
34. National Policy on Health and Family Life Education
35. Policy for the Reorganization of the Population Programme Unit to Establish Sexual and Reproductive Health Services in Primary Health Care
36. A National Drug Policy

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37. National Policy for the Management of Chronic Non-Communicable Diseases in Trinidad and Tobago
38. Policy on Persons with Disabilities
39. National Sport Policy of Trinidad and Tobago: Mission Statement
40. National Breastfeeding Policy
41. Establishment (Seniority Listing)
42. Staff Disposition
43. Leave Particulars
44. Files with relevant correspondence
45. Patients Charter of Rights and Obligations
46. Patient Care Risk Reduction Protocol
47. National Guidelines for the Management of the Health Care Workers after possible exposure to HIV and Hepatitis B in the Workplace – Republic of Trinidad and Tobago 2000
48. Bereavement Services Manual SFGH
49. Information Manual for Client Feedback System
50. Radiology Procedure Manual
51. Accreditation Standards Manual for Health Sector
52. Public Health Ordinance Chapter 12 #14
53. Civil Service Regulations 1966
54. Civil Services Act of 1965 – Amendment 1996
55. Financial Regulations
56. Stores Regulations
57. Financial Instruction 1965
58. Industrial Relations Act 23 of 1972
59. Travelling Allowance Act – Exchequer and Audit Act
60. Expenditure in advance of Appropriation Act
61. Key Policy for Regional Administration Centre
62. Key Policy for BMO Flats
63. Laws of Trinidad and Tobago – Civil Service Act Chapter 23:01
64. Legal Supplements Pt B Vol. 36
 - The Municipal Corporation Act 1990
 - The Arima Borough Corporation Standing Order 1996
 - The Siparia Regional Corporation Standing Orders 1996
 - The San Juan/ Laventille Regional Corporation Standing Order 1996
66. T&T HSRP – Regulating Health Care in T&T – a working
67. MOH/ RHA information Manual for Client Feedback system.
68. Standard Operation Procedures Manual, Blood Donor Room, National Blood Transfusion Services of Trinidad and Tobago
69. CSSD – Policy and Procedure Manual
70. Trinidad and Tobago Bureau of Standards – An Executive overview of ISO 9000 Quality Management System
71. National Radiotherapy Department Policy Manual
72. MOH Accreditation Standards Manual for the Health Sector
73. MOH Nursing Division Policy and Procedure Manual
74. Ethics in ICU creating an Ethical environment towards ICU Policy
75. Code of professional conduct for Registered Nurses, Midwives and District Health Visitors

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76. Breast milk – the best food for a New-born baby
77. Breastfeeding – common concerns of mothers
78. MOH Directorates of Quality Management –Patient Care Risk Reduction Protocol
79. MOH Accreditation standards Manual for the Health Sector
80. Shaping Performance Manual

Section 8 (1) (b)

In enforcing written laws or schemes administered by the SWRHA where a member of the Public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

Policy Documents on:

1. Release of Information/Media Relations
2. Visitor Passes for SFGH
3. Identification Badges for patients
4. Biomedical Engineering
5. Loss/Theft of Articles at SWRHA
6. M.O.H.'s Guidelines for drug donations
7. Transportation Equipment at SFGH
8. Gift/Donation of Equipment
9. Keys security, accessibility and Accountability
10. Emergency Drug Cabinet – Use of
11. Manual of Policies and Procedures
12. MOH & PAHO report on Risk and Safety Survey of Health Facility.
13. International Council of Nurses Council for National Representation (The Nurses Advocacy role in the interaction between the Nurse and the Patient)
14. Review of the National Health Service Plan
15. National guide for the Management of Health Care Workers after possible exposure to HIV/ AIDS and Hepatitis B in the workplace
16. Essential components of a TB prevention programme
17. Recommendation of the Advisory Council for the Elimination of Tuberculosis
18. Policy for the reduction of Maternal Transmission of the HIV virus
19. Caribbean standards of Nursing Care
20. NIPDEC C-DAP
21. Health Sector reform programme National Health Services Plan
22. Emergency Department at San Fernando General Hospital recommendations by Stephen Ramroop
23. Access to Care and Continuity of Care (ACC)
24. MOH directorates of Quality Management, Patient Care Risk Reduction Protocol
25. The Patient Charter of Rights and Obligation Final copy
26. The Patient Charter of Rights and Obligation summarized version

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Section 9 Statements**Section 9 (1) (a)****A report, or a statement containing the advice or recommendations, of a body or entity established within the SWRHA.**

1. Customer Relations/Complaints Annual Report (Mar 1999- Feb 2000)
2. Report on the Job Satisfaction Survey and Employee Morale Survey (Apr-July 1999)
3. Preliminary Report of the Out-patient Satisfaction Survey (May-June 1999) @ SFGH.
4. Client Satisfaction Survey, Ste Madeline Health Centre (Sept 1999)
5. Client Satisfaction Survey, Pleasantville Health Centre (Sept 1999)
6. A Survey (KAP) of Diabetics attending La Romain Health Centre – South Trinidad
7. Sixth Annual Client Feedback System Report SFGH Mar 2001 – February 2002
8. Seventh Annual Client Feedback System Report SFGH March 2002 – February 2003
9. Eighth Annual Client Feedback System Report SFGH: March 2003 – February 2004
10. Annual Report for County St. Patrick
11. Health Policy Rationale and Process by Caroline Alexis
12. Accident and Emergency Mass Casualty Plan for San Fernando General Hospital by Stephen Ramroop
13. Annual Reports for County Victoria 2002 and 2003

Section 9 (1) (b)**A report, or a statement containing the advice or recommendations, of a body or entity established outside of the SWRHA by or under a written law, or, by a Minister of Government of other public authority for the purpose of submitting a report or reports. Providing advice or making recommendations to the SWRHA or to the Minister of Health**

1. Stakeholder Workshop on Health Care Financing and National Health Insurance - Summary of Proceedings on behalf of the Ministry of Finance and the Ministry of Health – Nov 15, 2001
2. Disaster Management Plan – Ministry of health, Dec 1999
3. The Communications Component Health Sector Project – Wilma Lynn, Jan 15, 2001
4. Initial 2nd and 3rd Periodic Report of the Republic of Trinidad and Tobago re the International Convention on the elimination of all forms of discrimination against women- Officer of the Attorney General and Legal Affairs Dec 2000
5. 11th, 12th, 13th, and 14th Periodic report of the Republic of Trinidad and Tobago - International Convention on the elimination of all Forms of racial discrimination - Ministry of Attorney General and Legal Affairs. September 2000.
6. Report on annual review of client Feedback System - Directorate of Quality Management - Ministry of Health March 2000 to February 2001

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7. Public Health and Hospital Laboratories Information Systems Development. Final Report. June 30, 2001. KPMG Consulting
8. Laundry and Linen Services Management Programme. Final Report. June 30, 2001. KPMG Consulting
9. National Tuberculosis Control Programme
10. Hansen's Disease Control Programme. Final Report. June 30, 2001. KPMG Consulting
11. National Blood Transfusion Unit. Final Report. June 30, 2001. KPMG Consulting
12. Report on the Survey and Evaluation of the College of Nursing, NIHERST learning centers by the Nursing Council of Trinidad and Tobago
13. National HIV/ AIDS/ STI programme draft, - "Finale Report by KPMG consulting."

Section 9 (1) (c)

A report or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the SWRHA:

1. Report of the Investigating Committee to fully evaluate the Existing situation re:
Obstetrics and Gynaecological Services at the Area Hospital, Point Fortin
2. Relations/ complaints system in collaboration with PAHO
3. Quality Nursing Team Drug Audit Reports:
Dangerous Drugs
Antibiotic Drugs
Premedication Drugs
4. "Quality is Me" Executive Management and Management Training 2003
5. Community Health Needs Assessment, Joint Commission Internal 2001

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the SWRHA to submit a report, provide advice or make recommendations to the Minister of Health or to another officer of the SWRHA who is not a member of the committee:

1. Request to Minister for Authority to invest excess Funds dated June 24, 2002

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Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the SWRHA by a scientific or technical expert, whether employed within the SWRHA or not, including a report expressing the opinion of such an expert on scientific or technical matters:

- 1) CARIRI's report on the Quality of Air in the X-Ray Department and the Personnel and Accounts Departments.
- 2) Proposals for Design and Construction Supervision Consultancy Services By Bynoe, Rowe Wiltshire Partnership. August 2001
- 3) IDB Loan # 937/OC-TT Proposal for Design and Construction Supervision services for the Point Fortin District Hospital. Part A – Technical Proposal By Lee Young and Partners in Association with NLBA Limited/Ellis and Associates Limited/Toby Davis.
- 4) Proposals for Design and Construction Supervision Services. By:
 - ★ Planviron Limited: Planning Design and Development Consultants
 - ★ Stantec Consulting International Limited
 - ★ Engineering Consultants Limited
 - ★ Norman and Dawbarn Limited in Association with Consulting Engineers Paterhips Limited
 - ★ Watkins Gray International with Robert-Blache Fraser Architect.
 - ★ Joint Venture CEAL TRAME BIOPTIC VISION.
- 5) Request for Proposal for Design & Construction Supervision Consultation Services for the Point Fortin District Hospital. Prepared by PAU. January 2001.
- 6) Draft Standards for Nursing Education in the Commonwealth-Caribbean Accountability.
- 7) National Health Services Plan – Position Papers 1998-1999
- 8) FDA and MIOSH Advisory on Explosion and Fires in Aluminum Oxygen Regulators
- 9) NEMA Emergency Plan and Instruction for Disaster situations
- 10) WHO/ UNICEF Baby Friendly Hospital Initiative
- 11) MOH Report Cost and Financing Sub-committee for the Implementation steering Committee
“Health Sector Cost and Financing
- 12) Report on Stakeholders Consultation

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Section 9 (1) (f)**A report prepared for the SWRHA by a consultant who was paid for preparing the report:**

1. Ministry of Health – North West regional Health Authority, HR Department Redesign Report – Ernest and Young. September 2001
2. Ministry of Health – North West Regional Health Authority, Human Resources Policies and Procedures Manual. Dec 2001 Ernest and Young
3. Ministry of Health – North West Regional Health Authority, Human Resource Implementation System Functional Requirements Report. Ernest and Young
4. Ministry of Health – North West Regional Health Authority. Financial Policies and Procedures Manual. Ernest and Young, Jan 2002
5. Ministry of Health – North West Regional Health Authority. Finance System Design Report. Ernest and Young, Oct 2001
6. Ministry of Health – North West Regional Health Authority. Financial Management System Functional Requirements. July 2001
7. Technical Assistance Hospital Primary Care Facilities Maintenance and Engineering Service, South West Regional Health Authority-Inventory and Asset Register – Output 5.2 (Draft)- Carillion (Caribbean) Limited.
8. Technical Assistance Hospital and Primary Care Facilities Maintenance and Engineering Service - South West Regional Health Authority, Biomedical – Output 5.3 (Draft) – Carillon (Caribbean) Limited
9. Consultancy to assess the need for a Hospital at Point Fortin. Final Report: 27th July 1999 Cyril Sweett.

Section 9 (1) (g)**A report prepared within the SWRHA and containing the results of studies surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy programme or project:**

1. Reports from Auditor General on the performance of South West Regional Health Authority for 1994, 1995, 1996 and 1997
2. Appointment of the Steering committee for the Employee Awards Ceremony 1999
3. Health Sector Reform Programme – San Fernando General Hospital development Control Plan

Section 9 (1) (h)**A report on the performance or efficiency of the SWRHA, or of an office, division or branch of the SWRHA, whether the report is of a general nature or concerns a particular policy programme or project administered by the SWRHA.**

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- 1) South West Regional Health Authority Business Plan 2001/2002
- 2) Monthly Statistics available for areas such as:
 - ★ X-Ray including ultrasound
 - ★ Laboratory
 - ★ Sewing Room
 - ★ Pharmacy
 - ★ Physiotherapy Department
 - ★ Medical Social Work Department
3. SWRHA Occupation, Safety, Health and Security
4. SWRHA Contingency Plan
5. Formulating a Managerial Strategy for Part-Time Nurses
6. Nurses at San Fernando General Hospital and the Southern District Hospitals in Trinidad
7. MOH Disaster Management Plan
8. Nursing Administration Readiness for the future
9. MOH Nursing Division Strategic Plan for Nursing and Midwifery 2002 – 2007
10. PAHO/ WHO of Trinidad and Tobago MOH Finale Draft on Proposal for the Development of a Health Space initiative in Trinidad and Tobago
11. MOH Nursing Division – An Analysis of Human Resource in Nursing and Midwifery
12. MOH Nursing Division – Vision and Mission Statement Draft
13. MOH/ PAHO – Report on External Customer Satisfaction Survey
14. Report on the 4th Annual Review of Client Fee-back system 1999-2000
15. Report on the 6th Annual Client Feed-back system SWRHA 2001-2002
16. SWRHA Report on the Hospital complaint system
17. SWRHA Customer Relations/ Complaints Department Annual Report 1998-1999
18. SWRHA 7th Annual Client Feed-back system Report San Fernando General Hospital

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the SWRHA, the establishment of a new policy, programme or project to be administered by the SWRHA, or the alteration of an existing policy programme or project administered by the SWRHA, whether or not the plans or proposals are subject to approval by an officer of the SWRHA, another public authority, the Minister of Health, or Cabinet.

This section is not applicable to the South West Regional Health Authority at present.

Section 9 (1) (j)

A statement prepared within the SWRHA and containing policy directions for the drafting of legislation.

This section is not applicable to the South West Regional Health Authority at present.

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Section 9 (1) (k)

A report of a test carried out within the SWRHA on a product for the purpose or purchasing equipment:

This section is not applicable to South West Regional Health Authority at present.

Section 9 (1) (l)

An environmental impact statement prepared within the SWRHA:

1. CARIRI's report on the air quality in personnel, Acts and X-Ray Departments in 2001.

Section 9 (1) (m)

A valuation report prepared for the SWRHA by a valuator, whether or not the valuator is an officer of the SWRHA:

1. Valuation of Land and Building – all property vested in South West Regional Health Authority – Charles B Lawrence and Associates.
2. Valuation of Land and Building property formerly vested in the Central Regional Health Authority – G A Farrell and Associates



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**Public Statement of The
Youth Training and Employment Partnership
Programme (YTEPP) Limited**

**In compliance with Section 7, 8 and 9 of
The Freedom of Information Act 1999 (FOIA)**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) The Youth Training and Employment Partnership Programme (YTEPP) Limited is required by law to publish the following statement, listing the documents and information generally available to the public.

The following information is published by the Youth Training and Employment Partnership Programme (YTEPP) Limited with the approval of the Minister of Science, Technology & Tertiary Education.

The Act gives members of the public:

- A legal right for each person to access information held by Public Authority;
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- A legal right to obtain reason for adverse decisions made regarding an applicant's request for information under the FOIA;
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**SECTION 7 STATEMENTS
SECTION 7(1) (a) (1)**

FUNCTION AND STRUCTURE OF THE YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME (YTEPP LTD)

MISSION STATEMENT

To enhance the employability and self-employment prospects of targeted population by providing: High quality, cost effective programmes relevant skills, entrepreneurial and attitudinal training, using well-trained and highly motivated staff.

Core values of YTEPP LTD

YTEPP is committed towards:

- The holistic development of the individual.
- The continuous development and empowerment of our human resource.
- Being market driven, continuously providing well-trained graduates equipped to meet the changing demands of the economy.
- Being a learning organization that is open to innovative approaches in the conduct of our business.

The YTEPP programme has three (3) components:

CAREER ENHANCEMENT TRAINING

This is the core element of the programme. It addresses the trainee's attitude to work, builds self-confidence and self-esteem and where necessary, provides remedial education in numeracy and literacy.

VOCATIONAL SKILLS TRAINING

This project is designed to provide technical skills for employment, including self-employment. YTEPP offers training in a wide range of courses in both the production and service areas at levels I and II (pre-craft and craft). Those who complete training and acquire the relevant competencies, are granted National Examination Council (NEC) certification.

ENTREPRENEURIAL DEVELOPMENT AND SUPPORT SERVICES

The objectives of this project is to provide technical support and specialised training in business project development to YTEPP graduates interested in the operation of a business venture. The project also seeks to provide "On the Job Training" for participants in varying organizations, environmental development experience, as well as placement services.

The Youth Training and Employment Partnership (YTEPP LTD) was established in 1988 as a short-term intervention programme to address the then growing problem of high unemployment among young persons 15 - 25 years of age. Currently, the programme has expanded this target population, 15 years and beyond. In August 1991, the programme was approved for funding for five (5) years in the sum of US\$31.9 million. In 1995, YTEPP Limited received approval from the Bank for a two-year extension of the programme to June 1998. Since June 1998, YTEPP Limited has been funded entirely by the government of the Republic of Trinidad and Tobago. YTEPP has 139 full time and 389 Part-time employees, and is headed by the Chief Executive Officer who reports to a Board of Directors.

There are three core areas:

1. **Operations & Training Department:** responsible for the development of curricula and the delivery of all the facets of the training programme. This department consists of the following sub-divisions:
 - Information, Technology and Research
 - Vocational Skills Training
 - Career Enhancement
 - Entrepreneurial Skills Training
2. **Human Resources Division:** this division is responsible for the recruitment and placement of staff and corporate services.
3. **Finance and Administration:** this division is responsible for the management of the financial resources of the company.

EFFECTS OF FUNCTIONS ON MEMBERS OF THE PUBLIC

Vocational skills training and retraining are provided for members of the public. Additionally, the Career Enhancement aspect of the programme enables participants to assimilate the required attitudinal skills development necessary for the work environment. YTEPP also has a pivotal role in influencing micro business development; its Entrepreneurial Development Support Services Department assists participants with business plan development and sourcing of funding with the appropriate lending agencies. YTEPP has expanded its training to provide customized professional computer training.

SECTION 7(1) (a) (II)

CATEGORIES OF DOCUMENTS WHICH ARE MAINTAINED IN THE POSSESSION OF THE YOUTH TRAINING AND EMPLOYMENT PARTNERSHIP PROGRAMME (YTEPP LTD)

- Administrative documents relating to the operations of the YTEPP Ltd.
- Policy and Procedures documents.
- Personnel documents relating to Human Resource activities, e.g. Recruitment, promotions etc.
- Accounting files pertaining to the financial management of the organization.
- Financial reports (journals, vouchers, receipts).
- Documents dealing with procurement of supplies, services & equipment.
- Photographs, videocassettes, compact discs, diskettes, tapes, brochures, booklets.
- Press releases, pertaining to the activities of YTEPP LTD.
- Internal and external correspondence files.
- Client information files: registration, enrolment & graduation files.
- Documents referring to YTEPP's strategic vision, such as the organization's Strategic Plan.
- Legislation and legal Instruments.
- Legal opinion and related matters.
- Documents relating to training, local and foreign accreditation.
- Minutes/agendas of meetings.
- Files dealing with circulars, memoranda, notices, bulletins, etc.
- Written reports on projects, (annual/monthly/quarterly), audit consultant's (technical, corporate) valuation, accidents etc.
- Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, directories.
- Documents dealing with conferences hosted by YTEPP and also external training attended by YTEPP LTD.
- Inventories.
- Periodicals and publications.
- Registers/certificates/licenses.

SECTION 7(1) (a) (III)

Material prepared for publication or inspection

The public may inspect and/or obtain copies for the following material between the hours 8:00am to 4:00pm on normal working days at: the Trinidad Guardian Building, 4th Floor, 22-24 St. Vincent Street, Port of Spain.
Email address: ytepp@tstt.net.tt
Website: www.ytepp.gov.tt

1. World Bank Implementation Completion Report
2. Tracer studies
3. Labour Market studies
4. Evaluation studies

SECTION 7(1) (IV)
Not applicable**SECTION 7(1) (a) (V)****PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM YTEPP LIMITED****REQUESTING INFORMATION****GENERAL PROCEDURE**

Our policy is to answer all requests, both oral and written for information. In order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. You must complete the appropriate form (Request for Access to Official Documents) available in our Reception Area, for information that is not readily available in the public domain.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address it to the Designated Office of the Youth Training and Employment Partnership Programme (see section 7(1) (a) (VI))

DETAILS OF THE REQUEST

You should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

REQUESTS NOT HANDLED UNDER THE FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from this public authority or from another public authority, for example brochures pamphlets.

RESPONDING TO YOUR REQUEST**RETRIEVING DOCUMENTS**

YTEPP LTD is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

FURNISHING DOCUMENTS

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

1. Create new documents, for example we are not required to write a new programme so that a computer will print information in the format you prefer.
2. Perform research for you.

TIME LIMITS**1. GENERAL**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

2. TIME ALLOWED

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA, if a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies if you so request.

3. **FEES AND REFUNDS

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of the documents. You are entitled to receive the document/s within seven days of payment of relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

SECTION 7(a) (VI)

Officers in the Youth Training and Employment Partnership Programme (YTEPP) LTD who are responsible for:

- The initial receipt of and action upon notices under section 10;
- Requests for access to documents under section 13; and
- Applications for corrections of Personal Documents under section 36 of the FOIA

The Designated Officer is:

Mr. Parasram Ramoutar
Public Affairs Specialist
Trinidad Guardian Building
4th floor
22-24 St. Vincent Street
Port of Spain
Tel:625-1005, ext.2271
E-mail address: ytepp@tstt.net.tt

The Alternate Officer is:

Allison Darren Francis
Business Development Officer II
Trinidad Guardian Building
4th floor
22-24 St. Vincent Street
Port of Spain
Tel:625-1005, ext. 2252
Resoff@hotmail.com

SECTION 7(1) (A) (VII)**

At the present time there are no bodies that fall within the meaning of the FOIA.

SECTION 7(1) (A) (VIII)**LIBRARY FACILITIES**

Information in the public domain can be accessed at our reading room or through our website at www.ytepp.gov.tt. You may make general enquiries to our information desk at 625-1005, 625-8308-9 in Port of Spain or at regional offices:

- South: 657-9662
- North: 638-8216
- Tobago: 639-1415

The reading room facility is located at YTEPP's Port of Spain office:
Trinidad Guardian Building
4th floor
22-24 St. Vincent Street
Port of Spain
Tel: 625-1005, ext. 2271
E-mail address: ytepp@tstt.net.tt

The reading room is open to the public on Mondays to Fridays.

POLICY OF THE YTEPP LTD FOR PROVISION OF COPIES OF DOCUMENTS HELD IN THE PUBLIC DOMAIN

The charge for photocopies is fifty cents (\$0.50) per page.

Certain publications can be purchased. No smoking, eating or drinking is allowed in the library.

No bags are allowed in the reading room facility.

Visitors are required to record their names and area of interest in the reading room logbook.

SECTION 8**SECTION 8(1) (a) (I)**

Not applicable

SECTION 8(a) (II)

Manuals, rules of procedure, statement of policy, or similar documents containing rules, policies, guidelines, practices of precedents.

Employee Handbook
Trainee Handbook

SECTION (1) (b)

Not Applicable

SECTION 9 STATEMENTS**SECTION 9 (1) (a) to (m)**

Section is not applicable at this time.

1593

TENDER FOR PRE-QUALIFICATION OF CONTRACTORS FOR REFURBISHMENT OF THE NATIONAL BROADCASTING NETWORK (NBN) BUILDING FOR THE PROPERTY AND REAL ESTATE SERVICES DIVISION, MINISTRY OF PUBLIC ADMINISTRATION AND INFORMATION

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) through the Ministry of Public Administration and Information (MPAI) is desirous of pre-qualifying contractors for the refurbishment of the National Broadcasting Network (NBN) Building at No. 17 Abercromby Street, Port-of-Spain.

Pre-qualification documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Any further technical information may be obtained from Ms. Dawne Wynter, Property Development Manager, Lord Harris Court, 52, Pembroke Street, Port-of-Spain at Telephone Number 623-2057.

Prequalification questionnaires must be accompanied by the following:

- (1) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date for receipt of applications.
- (2) Certificate of Compliance issued in accordance with the National Insurance Act.

The original and five (5) copies of the completed questionnaire must be placed in sealed envelopes addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Pre-qualification of Contractors for Refurbishment of the National Broadcasting Network (NBN) Building for the Property and Real Estate Services Division, Ministry of Public Administration and Information".

The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office at the above address not later than 1.00 p.m. on Thursday 18th August, 2005.

Applicants should note that the Slot in the Tenders Box is 37.5 cm x 5.5 cm. Questionnaires should be packaged accordingly.

Questionnaires will be opened publicly shortly after closing of the Tenders Box. The applicant or his representative may be present at the opening.

Late applications will not be considered under any circumstances.

25th July, 2005.

S. BABOOLAL
Acting Chairman,
Central Tenders Board

1594

TENDER FOR THE CONSTRUCTION OF A GARAGE AND WORKSHOP AT MT. HOPE TRANSPORT COMPOUND FOR THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the Construction of a Garage and Workshop at Mt. Hope Transport Compound for the San Juan/ Laventille Regional Corporation, Ministry of Local Government.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Tenderers are required to pay a tender deposit of five hundred dollars (\$500.00) payable by cash or certified cheque to the Director of Contracts and attach the original receipt to their tender.

Any further technical information can be obtained during normal working hours from Mr. Alvin John, Civil Engineer II, Engineering Unit, Ministry of Local Government. Telephone Number 622-1921.

A pre-tender meeting will be held at 10.00 a.m. on Wednesday 10th August, 2005 at San Juan/Laventille Regional Corporation, MTS Plaza Aranguez. A site visit will follow thereafter.

Tenders must be accompanied by valid—

- (i) Value Added Tax Certificate
- (ii) Income Tax Clearance Certificate
- (iii) National Insurance Compliance Certificate.

The original Tender Document together with an additional copy each of the Form of Tender, Main Summary Sheet and the priced Bills of Quantities will be received up to 1.00 p.m. on Thursday 18th August, 2005. Envelopes must be addressed to the Chairman, Central Tenders Board, marked on the outside: "Tender for the Construction of a Garage and Workshop at Mt. Hope Transport Compound for the San Juan/Laventille Regional Corporation" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

1594—Continued

Tenderers are asked to note that the dimension of the slot of the Tenders Box is 37.5 cm x 5.5 cm.

Tenders will be opened publicly shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Central Tenders Board reserves the right to cancel the present Notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting its tender.

The Board does not bind itself to accept the lowest or any other tender.

26th July, 2005.

S. BABOOLAL
Acting Chairman,
Central Tenders Board

1595

TENDER FOR THE MAINTENANCE OF TRAFFIC CONTROL SIGNALS FOR THE TRAFFIC MANAGEMENT BRANCH
MINISTRY OF WORKS AND TRANSPORT

TENDERS are invited for the Maintenance of Traffic Control Signals for the Traffic Management Branch, Ministry of Works and Transport for a period of one (1) year (2005–2006).

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Any further technical information can be obtained during normal working hours from Mr. Suresh Jogie, Chief Traffic Engineer, Traffic Management Branch, Level 2, Ministry of Works and Transport, Richmond Street, Port-of-Spain at Telephone Number 623-2622.

A pre-tender meeting will be held at 10.00 a.m. on Level 2, Traffic Management Branch, Ministry of Works and Transport, Richmond Street, Port-of-Spain on Monday 15th August, 2005.

Separate contracts may be awarded for each region or combination of regions.

Tenders must be accompanied by the following:

- (a) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
- (b) Certificate of Compliance issued in accordance with the National Insurance Act.

The original and three (3) copies of the tender must be placed in sealed envelopes addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Maintenance of Traffic Control Signals for the Traffic Management Branch, Ministry of Works and Transport".

The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office at the above address not later than 1.00 p.m. on Thursday 25th August, 2005.

It should be noted that the slot in the Tenders Box is 37.5 cm. x 5.5 cm. Tenders should be packaged accordingly.

Tenders will be opened publicly shortly after closing on the same day. The tenderer or his representative may be present at the opening.

The Board does not bind itself to accept the lowest or any other tender.

Late tenders will not be accepted in any circumstances.

22nd July, 2005.

S. BABOOLAL
Acting Chairman,
Central Tenders Board