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1311



Government of the Republic of Trinidad and Tobago
EASTERN REGIONAL HEALTH AUTHORITY

Updated Public Statement for 2018 in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999 Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chapter 22:02 the **Eastern Regional Health Authority (ERHA)** is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the ERHA;
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 and applicant's request for information under the FOIA; and
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 Eastern Regional Health Authority**

The Eastern Regional Health Authority (ERHA) is a Statutory Body which was established on May 20, 1994 in accordance with the Regional Health Authorities Act No. 5 of 1994. It is governed by a Board of Directors.

ERHA is, geographically, the largest of the Regional Health Authorities in Trinidad and Tobago. It encompasses the St. Andrew, St. David, Nariva and Mayaro counties. The ERHA delivers health care services to an area extending from the northeastern most point of Matelot to the southeastern most tip of Guayaguayare and as far westward as the communities of Rio Claro, Brother's Road, Cumuto and Valencia.

The Authority delivers health care via the Sangre Grande Hospital, the Mayaro District Health Facility, fourteen (14) Health and Outreach Centres and the Sangre Grande Enhanced Health Centre. ERHA facilities also include a Head Office, County Health Administration Offices in Nariva/Mayaro and St. Andrew/St. David, a Learning Resource Centre, a Conference Centre and Disaster Preparedness Emergency Operating Centre and a Community Liaison Unit.

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

The services of the ERHA are specifically geared toward the 120,000 resident population of the Eastern Region. However, individuals from all over Trinidad and Tobago have access to our services, including visitors to our region.

The ERHA's mission is to develop resources and execute on plans which build an enabling environment for the delivery of a broad range of high quality people-centered health care services in support of the strategic goals of the Ministry of Health.

Its vision states that the ERHA is a people-centered, caring, proactive institution which provides excellence in medical care and patient service, thereby promoting, protecting and improving the health status of the population of the eastern region of Trinidad and Tobago.

The Eastern Regional Health Authority is divided into four (4) responsibility centres:

1. **Head Office**

The core departments under Head Office and its locations are as follows:

Supercare Building, Eastern Main Road, Sangre Grande

- Office of the Chief Executive Officer
- Finance
- Legal & Corporate Affairs
- Quality
- Board Secretariat
- Occupational Safety and Health
- Nursing

Libert Building, Corner Co-operative Street and Eastern Main Road, Sangre Grande

- Operations
- Corporate Communications
- Project Unit
- Security Department

De Freitas Building, Eastern Main Road, Sangre Grande

- Human Resources
- Information Systems/Information Technology
- Central Purchasing Unit

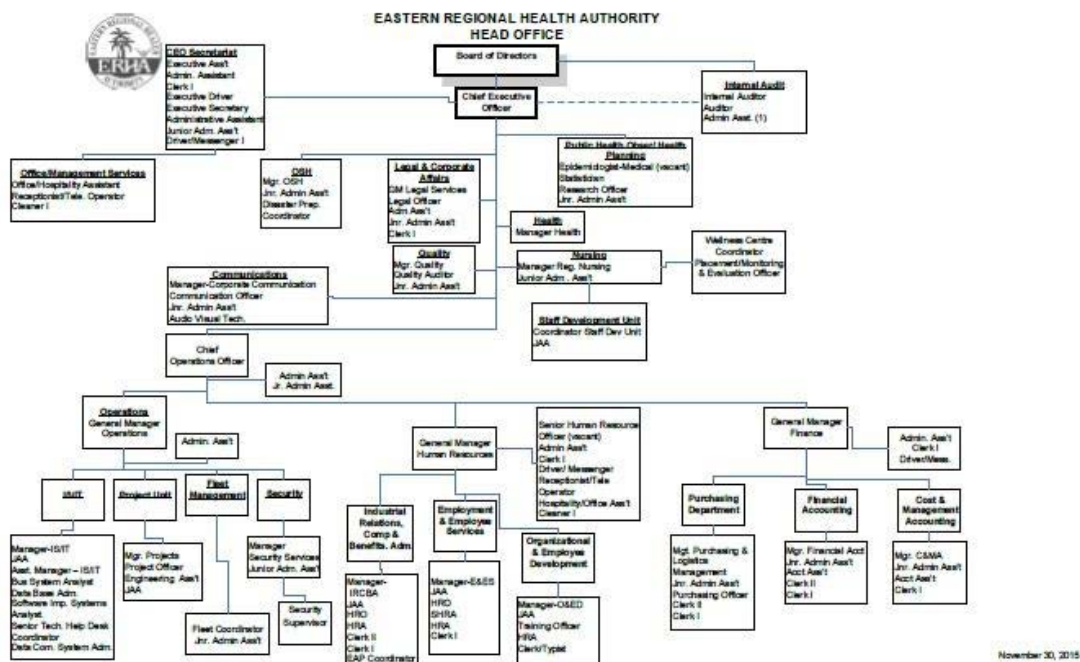
Sankar Buildings I and II, Corner San Louis and Eastern Main Road, Sangre Grande

- Public Health Observatory
- Public Health Inspectorate
- Internal Audit
- Fleet Coordinator

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The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

Organizational Structure – Head Office



November 30, 2018

2. County St. Andrew/St. David

County St. Andrew/St. David comprises an administrative office and eleven (11) health facilities. The aim of the ERHA is to provide primary healthcare to all the 70,000 persons who live in County St. Andrew/ St. David. These services include among others antenatal, post-natal, vaccination, dressings as well as Chronic Disease Support Groups and Wellness Centres. Some of the new services offered at the Sangre Grande Enhanced Health Centre include X-ray, Ultra Sound, Opometry/Ophthalmology, Mental Health, Dental X-ray Services and also a Wellness Centre.

Administrative Office

County Health Administration, St. Andrew/St. David
Damarie Hill, Guaico

Health Facilities in County St. Andrew/St. David

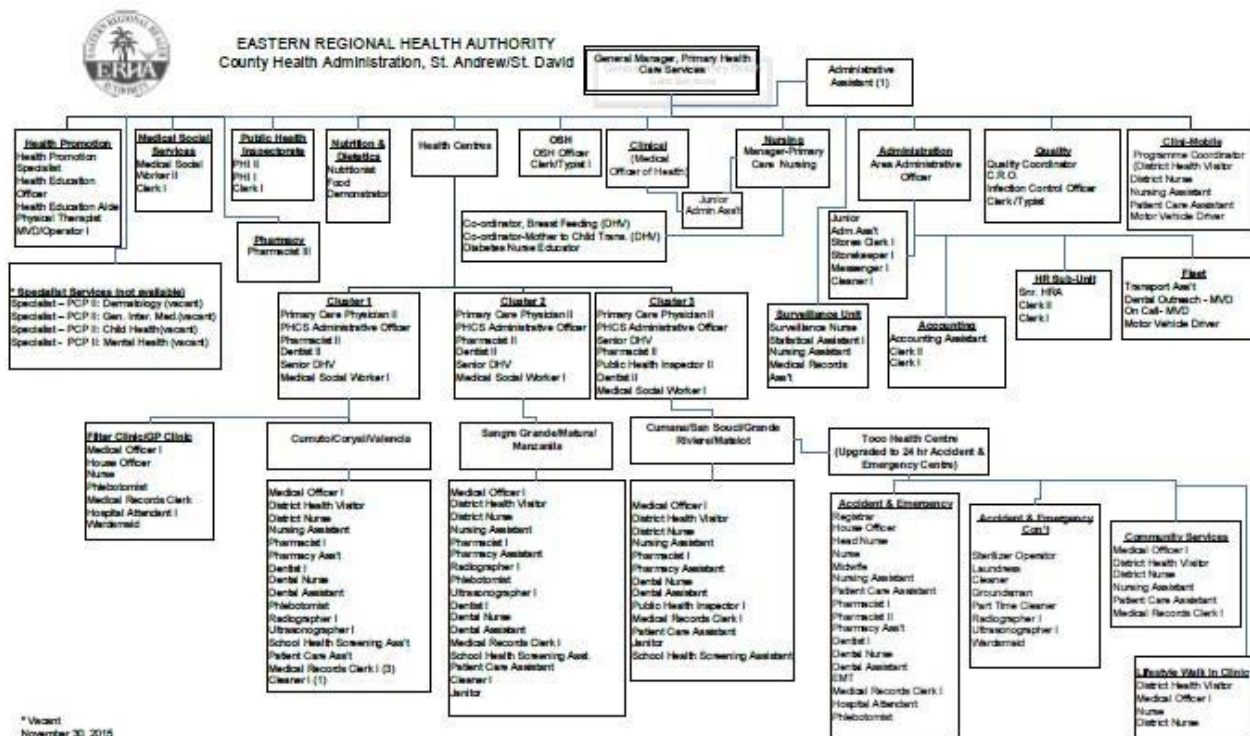
- Coryal Outreach Centre
- Cumana Outreach Centre
- Cumuto Outreach Centre
- Grande Riviere Outreach Centre
- Manzanilla Outreach Centre
- Matelot Outreach Centre
- Matura Outreach Centre
- San Souci Outreach Centre
- Sangre Grande Enhanced Health Centre
- Toco Health Centre

1311—Continued

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

- Valencia Outreach Centre

Organizational Structure – County St. Andrew/St. David



3. County Nariva/Mayaro

County Nariva/Mayaro comprises an Administrative Office, Learning Resource Centre and five (5) health facilities. The aim of the ERHA is to provide primary healthcare to all the 35,000 persons who live in County Nariva/Mayaro. These services include among others clinical services such as antenatal, post-natal, vaccination, dressings as well as Chronic Disease Support Groups and Wellness Centres.

Administrative Office

County Health Administration, Nariva/Mayaro
Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

Learning Resource Centre

Pierreville, Mayaro

Health Facilities in County Nariva/ Mayaro

- Biche Outreach Centre
- Brothers Road Outreach Centre
- Guayaguayare Outreach Centre
- Mayaro District Health Facility
- Rio Claro Health Centre

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the ERHA

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

1. Files dealing with the general administrative support for the operations of the ERHA
2. Human Resource files
3. Files dealing with the accounting, procurement and financial management function of the ERHA.
4. Files dealing with official functions, conferences and events hosted by the ERHA
5. Complaints, compliments and suggestion files
6. Records and documents relating to the strategic review of the ERHA, its Divisions and Units
7. Contracts, agreements, leases, deeds, concessions and licenses.
8. Policy and Procedure documents
9. Legal opinions and related matters
10. Legislation (especially health-related) and Legal Instruments.
11. Media Releases, advertisements, tender notices, public notices and speeches originating in the ERHA.
12. Minutes of Board Meetings, Sub-committee meetings, Executive Management meetings and Management Team Meetings
13. Complaints, compliments and suggestion

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the material that is permitted to be released under the Freedom of Information Act between the hours of **9:00 a.m. and 3:00 p.m.** at:

Conference Room, Human Resources Department
De Freitas Building, Eastern Main Road, Sangre Grande
or
Conference Room, County Health Administration, Nariva/Mayaro
Narine Ramrattan Building,
Naparima Mayaro Road, Rio Claro

Section 7 (1) (a) (iv)**Literature available by subscription**

The ERHA 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 Eastern Regional Health Authority**

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

How to Request Information

General Procedure

In order to have the rights given to applicants by the FOIA (for example the right to challenge a decision if the request for information is refused), **the applicant must make their request in writing**. The *Request for Access to Official Documents* form is available for download on the ERHA's website under the Resources link or in the Reception Areas of our Head Office and our administrative offices (described above). The relevant information that **must be** provided to the ERHA includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the ERHA

(see Section 7 (1) (a) (vi)).

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 the applicant is not sure how to prepare their request or what details to include, they should communicate with the Designated Officer. The applicant will be contacted **within thirty (30) days** of the receipt of the request by the ERHA (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant will be informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody

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**

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

The Designated Officer is:

Manager - Corporate Communications
Mrs. Lisa Daniel-Charles
Tel: 226-9112; Fax: 226-1265
[Email: lisa.daniel-charles@erha.co.tt](mailto:lisa.daniel-charles@erha.co.tt)

The Alternate Designated Officer is:

Manager – Quality (Ag.)
Ms. Michelle Ramnarine
Tel: 226-9158; Fax: 226-1265
[Email: michelle.ramnarine@erha.co.tt](mailto:michelle.ramnarine@erha.co.tt)

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies

The ERHA occasionally hosts Public Board Meetings and community meetings, which are open to the public. These meetings are advertised accordingly.

Section 7 (1) (a) (viii)

Reading Room Facilities

Information in the public domain can be accessed at our offices. General enquiries should be directed to the Junior Administrative Officer (Corporate Communications) at **226-9119** or Junior Administrative Officer (Quality) at **226-9159**.

The Reading Rooms in the ERHA are located at the following locations:

1. Conference Room, Human Resources Department,
De Freitas Building, Eastern Main Road, Sangre Grande
and
2. Conference Room, County Health Administration, Nariva/Mayaro
Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

The Reading Rooms are open, by appointment, to the public from Mondays to Fridays between the hours of **9:00 a.m. and 3:00 p.m.** and may be used to make FOI requests or inspect printed material. Members of the public are required to comply with security and OSH guidelines for utilizing the reading rooms at the respective buildings as it pertains to access control (the signing In and Out of Visitors Registers) as well as adherence to fire alarms/evacuation directives.

Policy of the Public Authority for provision of copies of documents held in the public domain

- Provision of certain documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Rooms.
- No phones are allowed in the Reading Rooms.
- No photography is allowed in the Reading Rooms.

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

- Access for use of the Reading Rooms is by appointment only. Persons are required to liaise with the Designated Officer or Alternate Designated Officer to schedule an appointment (see Section 7 (1) (a) (vi)).

Section 8 Statements

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law:

- Regional Health Authorities Act, Chapter 29:05 and all Regulations made under it.
- Occupational Safety and Health Act, Chapter 88:08 and all Regulations made under it.
- Nursing Personnel Act, Chapter 29:53 and all Regulations made under it.
- Medical Board Act, Chapter 29:50
- Freedom of Information Act, 1999
- Workmen's Compensation Act
- Ministry of Health – Health and Safety Management Policy
- Ministry of Health Infection Control Manual
- Occupational Safety & Health Act 2004

These documents are available for purchase at the Government Printery or for download at the Registrar General Department of the Ministry of Legal Affairs website: <http://rgd.legalaffairs.gov.tt/>

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

The following are the approved polices and guidelines of the Eastern Regional Health Authority:

- Human Resources Policies
- Occupational Health & Safety Policies
- Clinical Policies
- Quality Policies
- Finance Policies
- Information Technology Policies
- Eastern Regional Health Authority, Occupational Safety & Health Statement

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

or the objectives to be pursued in the enforcement of, the written laws or schemes.

- This section is not applicable to the Eastern Regional Health Authority at present.

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 public authority.

- Chronic Disease Support Group Terms of Reference
- Wellness Centre Bye-Laws

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

- At this time, the Authority does not have any such reports or statements.

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 public authority.

- At this time, the Authority does not have any such reports or statements.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

- Request to Minister of Health for approval of Eastern Regional Health Business Plans 2009/2010 – 2016/2017
- Reports from Board Sub-Committees

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- ERHA Blood Donation Survey; 2011
- ERHA Client Satisfaction Survey; 2011
- ERHA Employee Assistance Programme Survey (Non-Users); 2010
- ERHA Primary Care Needs Assessment Survey - Facility Survey; 2010
- ERHA Primary Care Needs Assessment Survey - Household Survey; 2010
- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. S. Mejias, Medical Physicist, National Radiotherapy Centre, St. James; September 28, 2001
- Reports of Radiation Survey at Mayaro District Health Facility and the Rio Claro Health Centre by Mr. Anthony Archibald, Physicist, Diagnostic Nuclear Medicine Limited; December 10, 2008.
- Report on Ionizing Radiation Survey at the X-Ray Department, Sangre Grande Hospital, September 8, 2018
- Report on Ionizing Radiation Survey at the X-Ray Department, Rio Claro Health Centre, January 23, 2018
- ERHA Client Demand Study 2012
- Client Exit Survey – 2015, 2016, 2017 & 2018
- ERHA Employee Satisfaction Survey – 2013, 2016 & 2018
- Extended Hours Utilization Analysis - 2016 & 2018
- Pregnancy Patterns within the ERHA – 2015
- Efficiency Analysis of Bed Usage at the SGH utilizing the Pabon Lasso Model – 2016
- Primary Care Disease Prevalence – 2014
- A Study To Delineate Factors Contributing To Multiple Multi Drug Resistant Organism (Mdro) Outbreak: A Case Control Study – 2015
- Community Profile Summaries – 2017
- Time & Motion Studies 2017 & 2018
- Hand Hygiene Audit
- Reports on Calculation from Ministry of Finance- Evaluation Division

Section 9 (1) (f)

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

- Report on conduct of a Job evaluation programme for the RHAs - Price Water House Coopers; 2008
- Report on the design of a Performance Management System - OSH LLC; 2009
- Assessment of the Security Systems and Services at the Regional Health Authorities, ERHA- Arm Specialist Ltd. Primary Consultant Col. Lyle Alexander; 2018

Section 9 (1) (g)

The 2018 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

A report prepared within the public authority 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.

- At this time, the Authority does not have any such reports or statements.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

- Eastern Regional Health Authority Buy-Out Policy
- Report of Baby Friendly Initiatives by Yvonne Floyd-Davis, Baby Friendly Co-ordinator.
- Statistics on Utilization of Services at Sangre Grande Hospital for 2003/2004 – 2014/2015
- Status Report for the Health Sector Quality Circle on the Implementation of the Revised Performance Management System at the Eastern Regional Health Authority
- Status Reports from the Eastern Regional Health Authority, its facilities and its officers from 1997 to present.
- Customer Feedback Reports

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the Public Authority or Cabinet.

- Accreditation Standards for Health Sector of Trinidad and Tobago - Joint Commission International - 2001
- Eastern Regional Health Authority Strategic Plan for 2012 - 2016
- Information Manual for Client Feedback Systems (Customer Relations/Complaints System) - Ministry of Health/Regional Health Authorities, in collaboration with the Pan American Health Organization; July 2001
- Reorganisation of Organisational Structure for the ERHA (Head Office, Sangre Grande Hospital and Community Services [St. Andrew/St. David and Nariva/Mayaro])
- Client Feedback System Manual, Revised Edition- Ministry of Health Directorate of Health Services Quality Management in collaboration with the Regional Health Authorities.

Section 9 (1) (j)

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

- At this time, the Authority does not have any such statements.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

- At this time, the Authority does not have any such statements.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

- At this time, the Authority does not have any such statements.

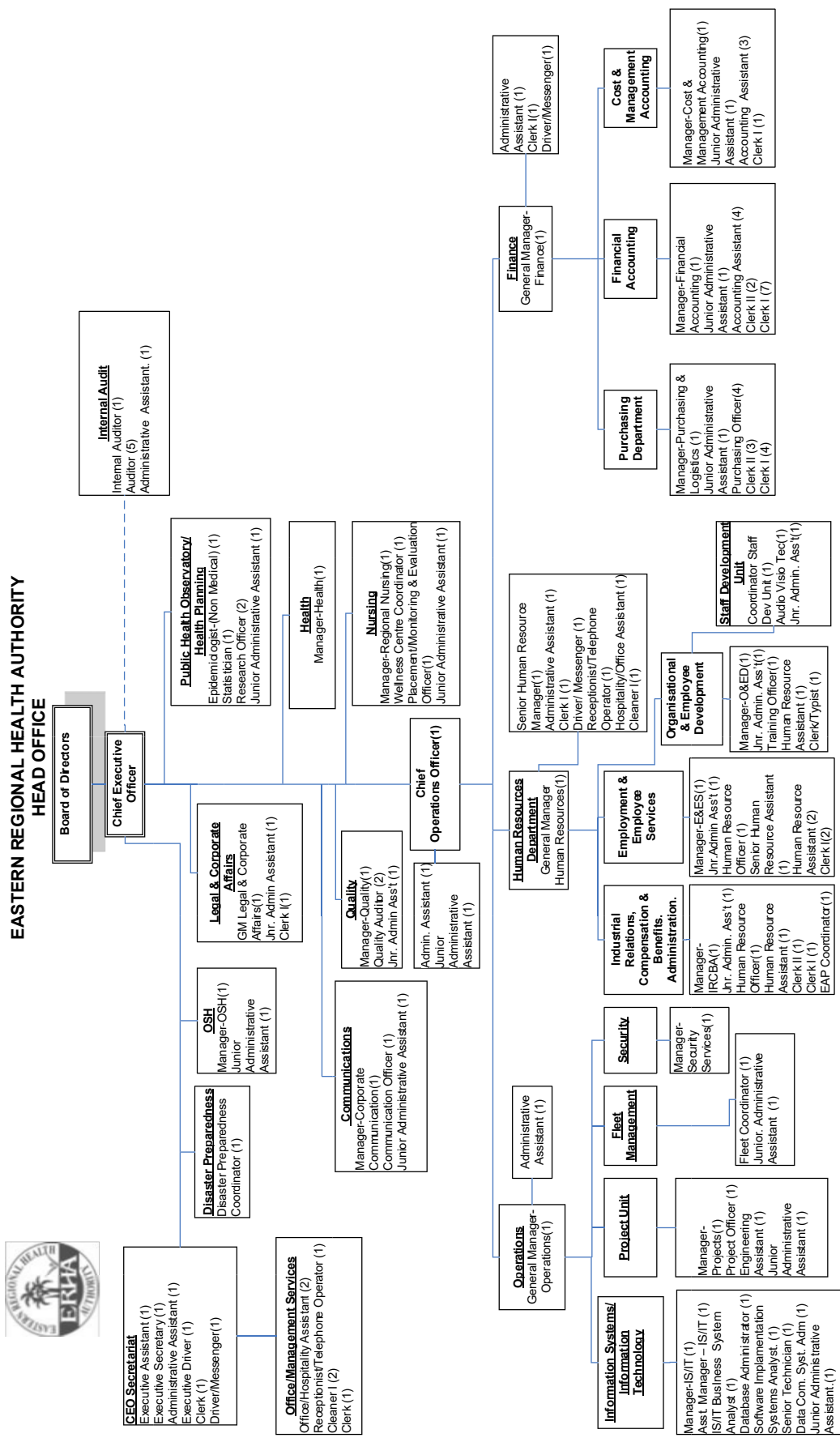
Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Report on Stock Count Exercise; dated September/ October 2008.
- Reports on Stock Count and Fixed Asset Verification Exercises; 2009 - 2014
- Reports on Property Valuation by Boland Sookoo & Associates on buildings rented by the ERHA; 2010 - 2015

October, 2019

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EASTERN REGIONAL HEALTH AUTHORITY

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- Central Purchasing Unit

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- Public Health Observatory
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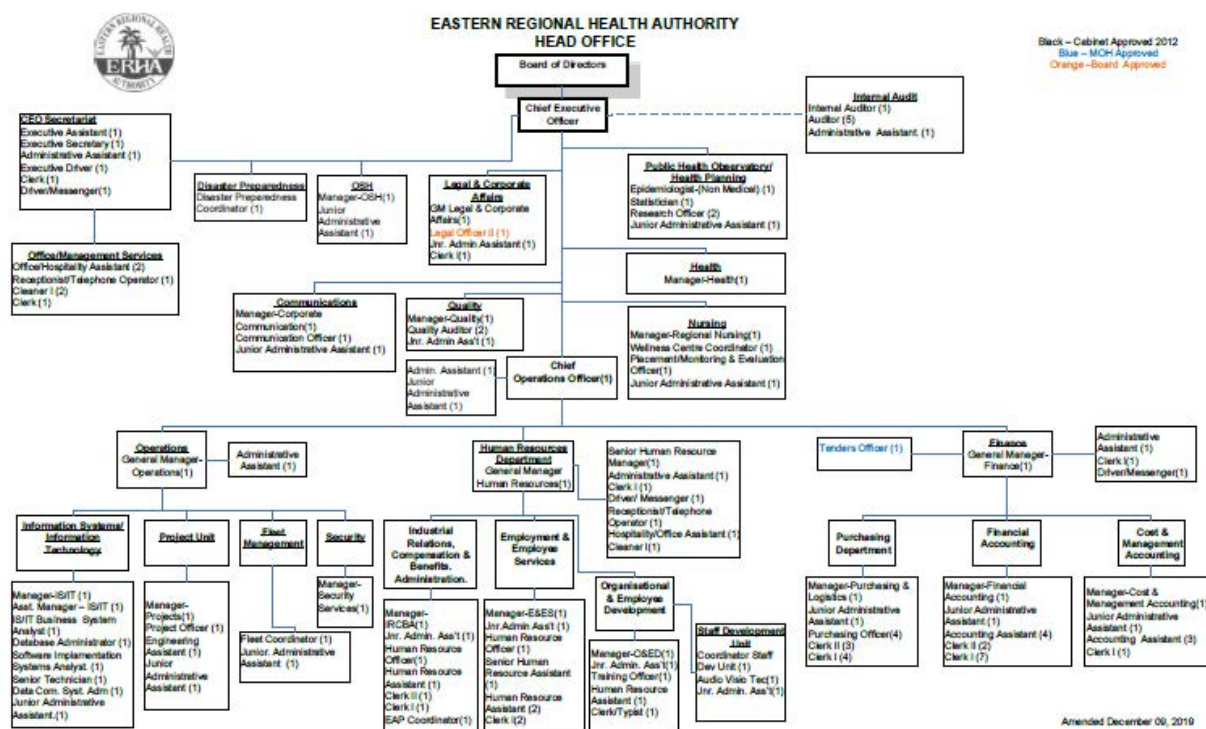
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The 2019 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

Conference and Emergency Operating Centre

- Disaster Preparedness Unit

Organizational Structure – Head Office



2. County St. Andrew/St. David

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Administrative Office

County Health Administration, St. Andrew/St. David
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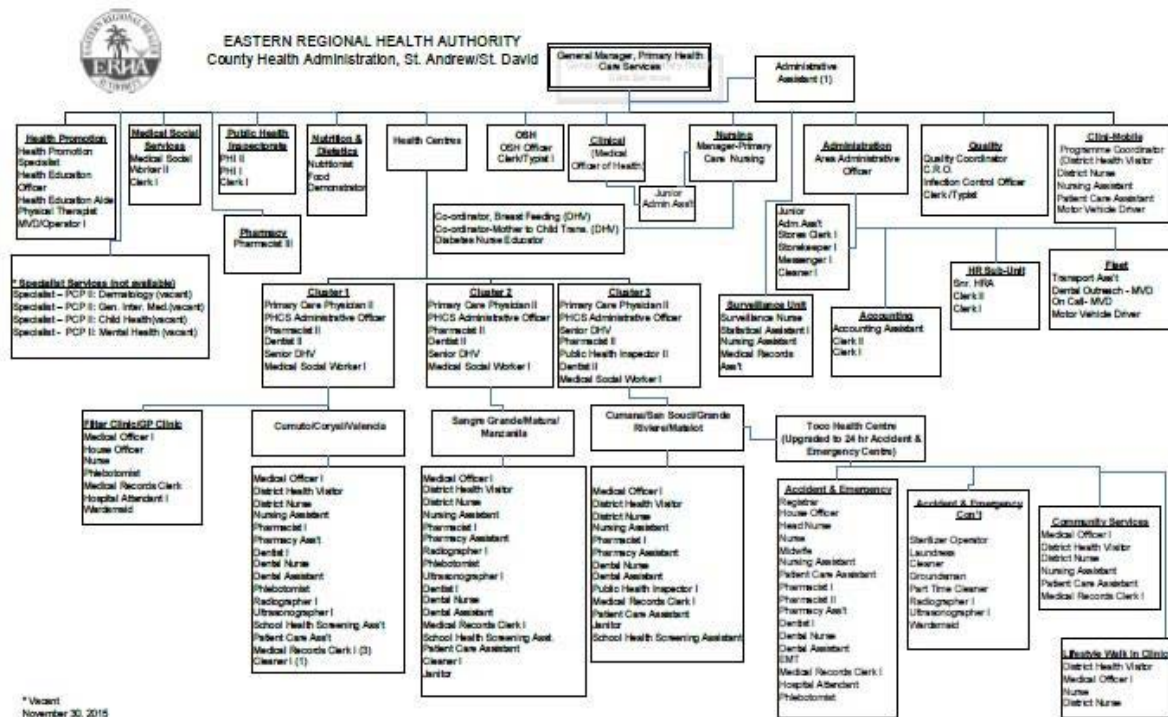
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Organizational Structure – County St. Andrew/St. David



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Administrative Office

- County Health Administration, Nariva/Mayaro
- Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

Learning Resource Centre

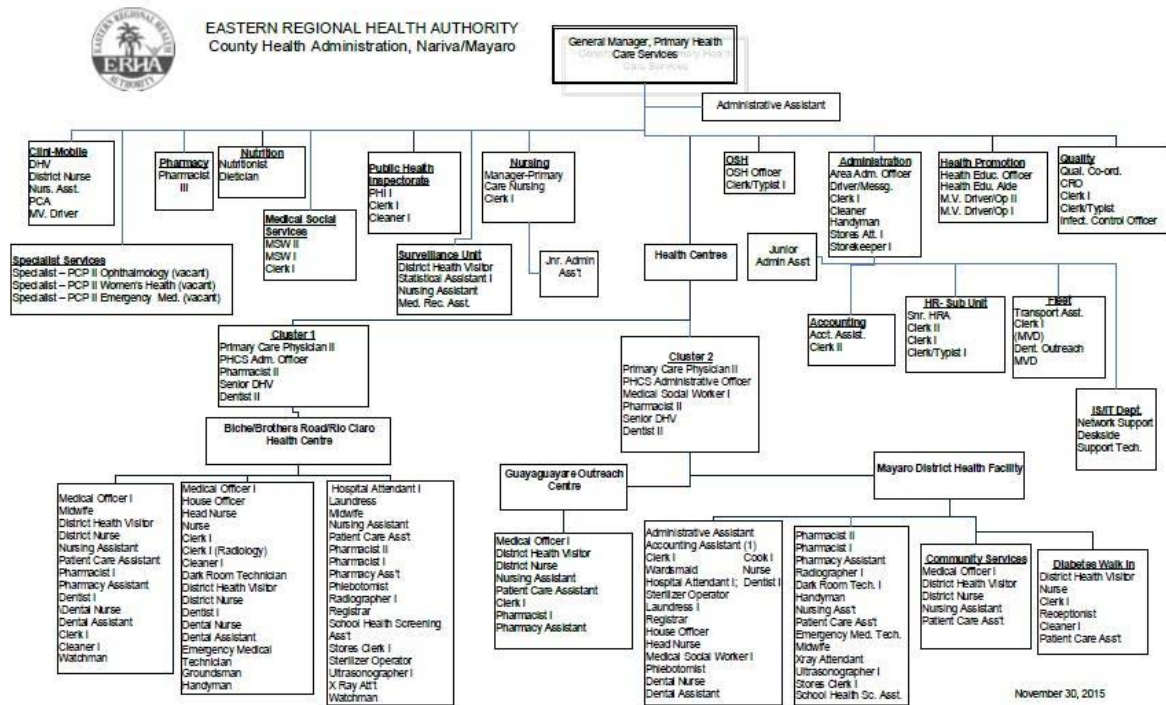
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- Mayaro District Health Facility
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Organisational Structure – County Nariva/Mayaro



4. Sangre Grande Hospital

The Sangre Grande Hospital, located at Ojoe Road, Sangre Grande, is the only facility with in-patient services in the Eastern Regional Health Authority. The facility currently has 147 beds and provides secondary care for the Counties of St. Andrew/St. David and Nariva/Mayaro with an estimated population of 120,000 persons. Some of the services provided include Oncology, Accident and Emergency, Orthopaedics, Ophthalmology, Radiology, Blood Bank, a Poison Information Centre and Computed Tomography Suite.

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The 2019 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom Of Information Act (FOIA) 1999

15. Report on Indoor Air Quality Monitoring at the Pharmacy Department Rio Claro Health Centre;
16. Reports on research initiatives conducted within the Authority (i.e. Health Systems, Epidemiology, Public Health, General, etc.);
17. Monthly, quarterly and yearly statistical utilization of services reports;

Section 7 (1) (a) (iii)

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Section 7 (1) (a) (iv)

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Section 7 (1) (a) (v)

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- Contact information;
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(see Section 7 (1) (a) (vi)).

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

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be sought from the applicant. If the applicant is not sure how to prepare their request or what details to include, they should communicate with the Designated Officer. The applicant will be contacted **within thirty (30) days** of the receipt of the request by the ERHA (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant will be informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Requests not handled under the FOIA

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority; and
- d. Documents which are stored for preservation or safe custody

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**

The Designated Officer is:

Manager - Corporate Communications
Mrs. Lisa Daniel-Charles
Tel: 226-9112; Fax: 226-1265
[Email: lisa.daniel-charles@erha.co.tt](mailto:lisa.daniel-charles@erha.co.tt)

The Alternate Designated Officer is:

Manager – Quality (Ag.)
Ms. Michelle Ramnarine
Tel: 226-9158; Fax: 226-1265
[Email: michelle.ramnarine@erha.co.tt](mailto:michelle.ramnarine@erha.co.tt)

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies

- Ethics and Research Committee

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Section 7 (1) (a) (viii)

Reading Room Facilities

Information in the public domain can be accessed at our offices. General enquiries should be directed to the Junior Administrative Officer (Corporate Communications) at **226-9119** or Junior Administrative Officer (Quality) at **226-9159**.

The Reading Rooms in the ERHA are located at the following locations:

1. Conference Room, Human Resources Department, De Freitas Building, Eastern Main Road, Sangre Grande, and
2. Conference Room, County Health Administration, Nariva/Mayaro Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

The Reading Rooms are open, by appointment, to the public from Mondays to Fridays between the hours of **9:00 a.m. and 3:00 p.m.** and may be used to make FOI requests or inspect printed material. Members of the public are required to comply with security and OSH guidelines for utilizing the reading rooms at the respective buildings as it pertains to access control (the signing In and Out of Visitors Registers) as well as adherence to fire alarms/evacuation directives.

Policy of the Public Authority for provision of copies of documents held in the public domain

- Provision of certain documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Rooms.
- No phones are allowed in the Reading Rooms.
- No photography is allowed in the Reading Rooms.
- Access for use of the Reading Rooms is by appointment only. Persons are required to liaise with the Designated Officer or Alternate Designated Officer to schedule an appointment (see Section 7 (1) (a) (vi)).

Section 8 Statements

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law:

- Regional Health Authorities Act, Chapter 29:05 and all Regulations made under it;
- Occupational Safety and Health Act, Chapter 88:08 and all Regulations made under it;
- Nursing Personnel Act, Chapter 29:53 and all Regulations made under it;
- Medical Board Act, Chapter 29:50;
- Freedom of Information Act, 1999;
- Workmen's Compensation Act;
- Ministry of Health – Health and Safety Management Policy;
- Ministry of Health Infection Control Manual;
- Occupational Safety & Health Act 2004,

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These documents are available for purchase at the Government Printery or for download at the Registrar General Department of the Ministry of Legal Affairs website: <http://rgd.legalaffairs.gov.tt/>

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

The following are the approved polices and guidelines of the Eastern Regional Health Authority:

- Human Resources Policies;
- Occupational Health & Safety Policies;
 - Accident Incident Policy
 - SOP for Chemical and Disinfecting Agents used within the ERHA
 - Personal Protective Equipment use within the ERHA
 - Fleet Operating Manual
 - SOP for Contractor Safety
- Clinical Policies;
- Quality Policies;
- Finance Policies;
- Information Technology Policies;

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority 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.

- There are no statements to be published under this subsection at this time.

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 public authority.

- Chronic Disease Support Group Terms of Reference;
- Wellness Centre By-Laws.

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Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

- At this time, the Authority does not have any such reports or statements.

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 public authority.

- At this time, the Authority does not have any such reports or statements.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

- Request to Minister of Health for approval of Eastern Regional Health Business Plans 2009/2010 – 2016/2017;
- Reports from Board Sub-Committees.

Section 9 (1) (e)

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

- ERHA Blood Donation Survey, 2011;
- ERHA Client Satisfaction Survey;.2011;
- ERHA Employee Assistance Programme Survey (Non-Users), 2010;
- ERHA Primary Care Needs Assessment Survey - Facility Survey, 2010;
- ERHA Primary Care Needs Assessment Survey - Household Survey, 2010;
- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. S. Mejias, Medical Physicist, National Radiotherapy Centre, St. James, September 28, 2001;
- Reports of Radiation Survey at Mayaro District Health Facility and the Rio Claro Health Centre by Mr. Anthony Archibald, Physicist, Diagnostic Nuclear Medicine Limited, December 10, 2008;

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- Report on Ionizing Radiation Survey at the X-Ray Department, Sangre Grande Hospital, September 8, 2018;
- Report on Ionizing Radiation Survey at the X-Ray Department, Rio Claro Health Centre, January 23, 2018;
- ERHA Client Demand Study ,2012;
- Client Exit Survey – 2015, 2016, 2017 & 2018;
- ERHA Employee Satisfaction Survey – 2013, 2016 & 2018;
- Extended Hours Utilization Analysis - 2016 & 2018;
- Pregnancy Patterns within the ERHA – 2015;
- Efficiency Analysis of Bed Usage at the SGH utilizing the Pabon Lasso Model, 2016;
- Primary Care Disease Prevalence,2014;
- A Study To Delineate Factors Contributing To Multiple Multi Drug Resistant Organism (Mdro) Outbreak: A Case Control Study, 2015;
- Community Profile Summaries, 2017;
- Time & Motion Studies 2017 & 2018;
- Hand Hygiene Audit;
- Reports on Calculation from Ministry of Finance- Evaluation Division;
- Radiation Safety Inspection and Survey Report for the new CT Department at the Sangre Grande Hospital, July 5, 2019;
- Staff satisfaction survey 2013, 2016 & 2019;
- Health Centre Community Profiles;
- Most prevalent causes of death at the SGH 2016-18;
- Purchased clinical and non-clinical equipment or replace existing equipment due to age or obsolescence;

Section 9 (1) (f)

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

- Report on conduct of a Job evaluation programme for the RHAs - Price Water House Coopers, 2008;
- Report on the design of a Performance Management System -OSH LLC, 2009;
- Assessment of the Security Systems and Services at the Regional Health Authorities, ERHA- Arm Specialist Ltd. Primary Consultant Col. Lyle Alexander, 2018;

Section 9 (1) (g)

A report prepared within the public authority 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.

- At this time, the Authority does not have any such reports or statements.

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Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

- Eastern Regional Health Authority Buy-Out Policy;
- Report of Baby Friendly Initiatives by Yvonne Floyd-Davis, Baby Friendly Co-ordinator;
- Statistics on Utilization of Services at Sangre Grande Hospital for 2003/2004 – 2014/2015;
- Status Report for the Health Sector Quality Circle on the Implementation of the Revised Performance Management System at the Eastern Regional Health Authority;
- Status Reports from the Eastern Regional Health Authority, its facilities and its officers from 1997 to present;
- Customer Feedback Reports.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the Public Authority or Cabinet.

- Accreditation Standards for Health Sector of Trinidad and Tobago - Joint Commission International -,2001;
- Eastern Regional Health Authority Strategic Plan for 2012 – 2016;
- Information Manual for Client Feedback Systems (Customer Relations/Complaints System) - Ministry of Health/Regional Health Authorities, in collaboration with the Pan American Health Organization, July 2001;
- Reorganisation of Organisational Structure for the ERHA (Head Office, Sangre Grande Hospital and Community Services [St. Andrew/St. David and Nariva/Mayaro]);
- Client Feedback System Manual, Revised Edition- Ministry of Health Directorate of Health Services Quality Management in collaboration with the Regional Health Authorities;
- Eastern Regional Health Authority Strategic Plan 2020-24;
- Sangre Grande Hospital Breastfeeding Policy – A requirement for the acquisition of Baby-friendly status at the SGH.

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Section 9 (1) (j)

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

- At this time, the Authority does not have any such statements.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

- At this time, the Authority does not have any such statements.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

- At this time, the Authority does not have any such statements.

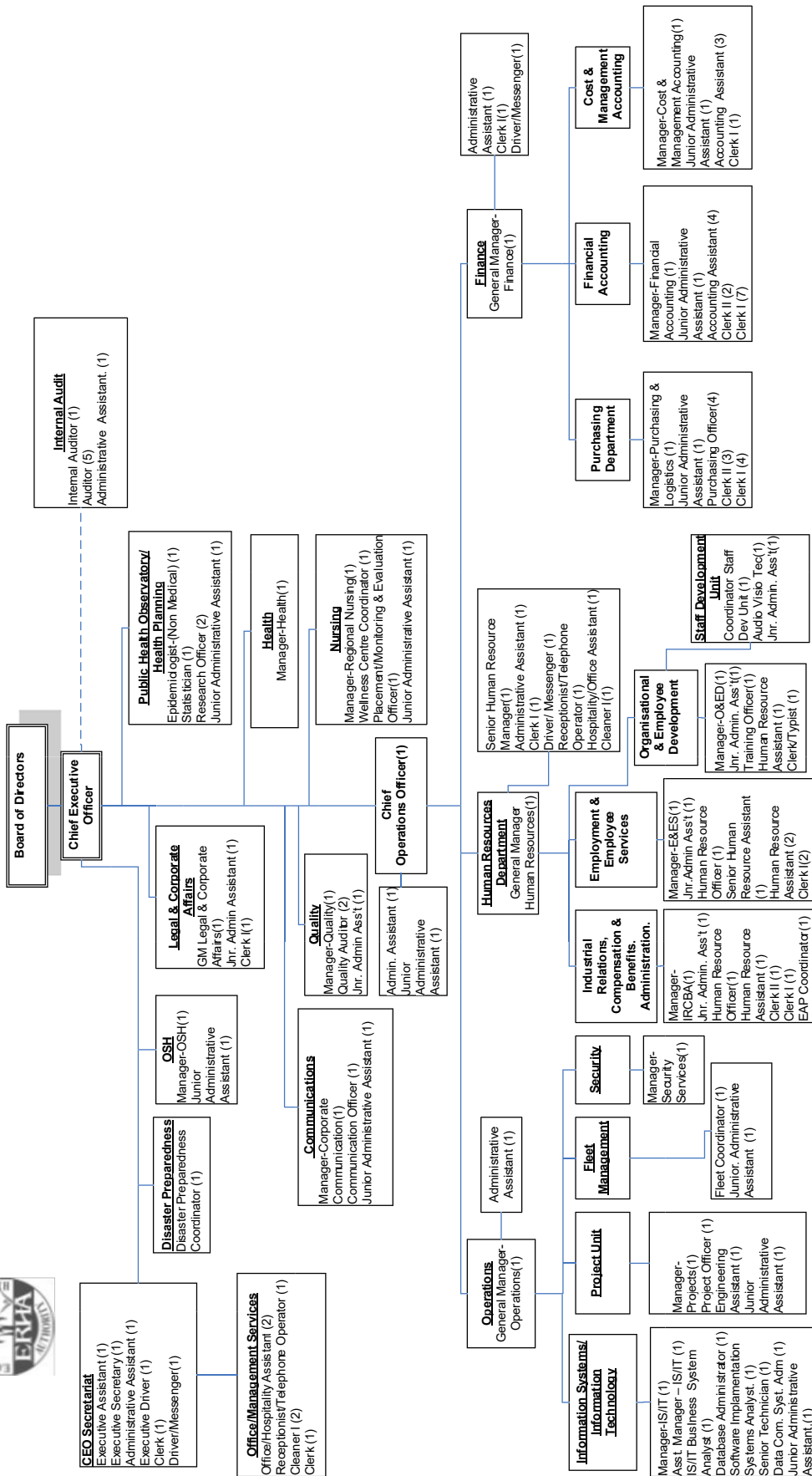
Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Report on Stock Count Exercise; dated September/ October 2008;
- Reports on Stock Count and Fixed Asset Verification Exercises; 2009 – 2014;
- Reports on Property Valuation by Boland Sookoo & Associates on buildings rented by the ERHA; 2010 – 2015.

October, 2019

**EASTERN REGIONAL HEALTH AUTHORITY
HEAD OFFICE**

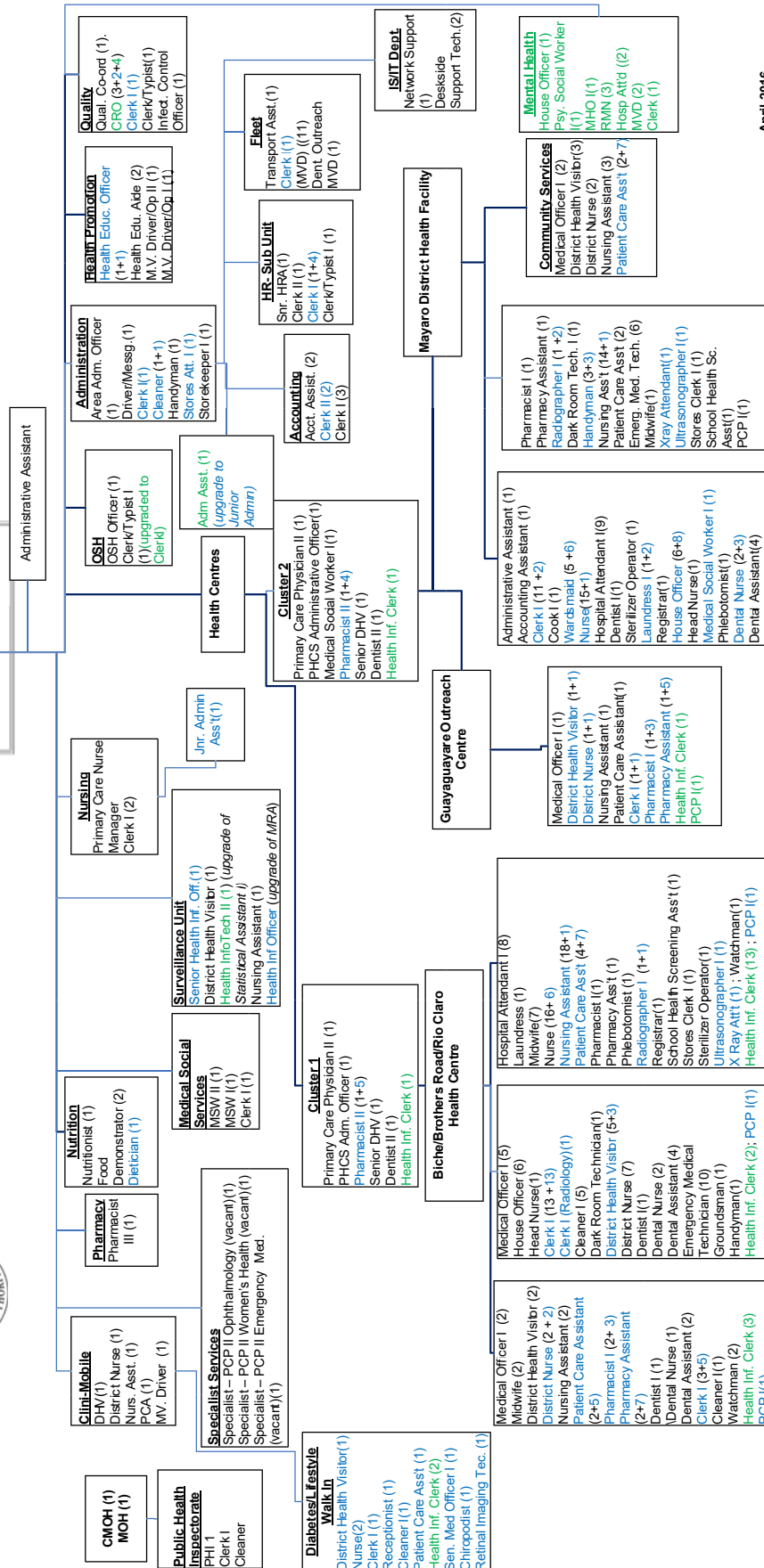


1312—Continued

EASTERN REGIONAL HEALTH AUTHORITY
County Health Administration, Nariva/Mayaro



Black - Cabinet Approved
Blue - MOH Approved
Green - Board approved



April 2016