



Government of the Republic of Trinidad and Tobago  
**PUBLIC STATEMENT OF THE  
EASTERN 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 **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 an 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**

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#### **Section 7 (1) (a) (i)**

#### **Function and Structure of the Eastern Regional Health Authority**

The Eastern Regional Health Authority (ERHA) is, geographically, the largest of the Regional Health Authorities in Trinidad and Tobago. We encompass the St. Andrew, St. David, Nariva and Mayaro counties. The ERHA delivers health care services to an area extending from Valencia to Matelot to Mayaro, Guayaguayare, Rio Claro and its environs.

We deliver health care via the Sangre Grande Hospital, the Mayaro District Hospital and sixteen (16) Health and Outreach Centres. Our facilities also include County Health Administrative Offices in Nariva/Mayaro and St. Andrew/St. David, along with a Learning Resource Centre, a Staff Development Unit and a Community Liaison Unit.

Our mission is to promote wellness and provide a cost-effective consumer-focused health care service to the population through a highly motivated and developed human resource within the guidelines of national policy.

The vision of the ERHA is to be acknowledged by our clients, staff, suppliers and the national community as a beacon in the health sector, as an organization which embodies excellence in the promotion of wellness and the delivery of health care.

The ERHA is a Statutory Body. It was established on May 20, 1994 in accordance with an Act of Parliament, Act No. 5 of 1994. It is governed by a Board of Directors. The Eastern Regional Health Authority is divided into four (4) responsibility centers:

1. Head Office  
Supercare Building, Eastern Main Road, Sangre Grande, Trinidad.
  
2. County Medical Office – Health, St. Andrew/St. David  
Damarie Hill, Guaico
  - 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 Health Centre
  - Toco Health Centre
  - Valencia Outreach Centre
  
3. County Medical Office – Health, Nariva/Mayaro  
Corner De Verteuil and Dougdeen Streets, Rio Claro
  - Biche Outreach Centre
  - Brother’s Road Outreach Centre
  - Guayaguayare Outreach Centre
  - Mayaro District Facility
  - Rio Claro Health Centre
  
4. Sangre Grande Hospital  
Ojoe Road, Sangre Grande.  
The Community Liaison Unit is situated at the Sangre Grande Hospital.

Our Learning Resource Centre is located in Pierreville, Mayaro, and is supported by a Staff Development Unit situated at the Corner of Picton and Cross Streets, Sangre Grande. Each County Medical Office has a Public Health Inspectorate Division.

### **Effect of Functions on Members of the Public**

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.

Our primary approach in achieving our objectives is working closely with the community. The ERHA hosts meetings with communities to seek their comments on our activities. For example community members are involved in the decision-making processes in the renovation of our Health and Outreach Centres. We are confident that the community’s involvement will increase in the future. The ERHA also has community representation on the Tenders Committee and Quality Management Committee of our Board of Directors.

### **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 and documents dealing with administrative support for the operations of the ERHA’s Head Office and its facilities.

2. Personnel files, which detail advertisements for vacancies, staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc. for all categories of staff.
3. Files dealing with pension, gratuity and other human resources issues.
4. Files dealing with the construction, maintenance and enhancement of the ERHA offices and facilities, including the procurement of consultants, contractors, equipment, furniture and other supplies and including proposals, quotations and tenders.
5. Proposals, quotations and tenders for the provision of services or supplies as requested by the ERHA.
6. Files dealing with the accounting and financial management procedures, functions and consultancies of the ERHA.
7. Financial Records such as cheques, vouchers, receipts, budgets, journals, audit reports and other financial reports.
8. News Releases and speeches originating in the ERHA.
9. Policy and Procedure Documents, such as Medical, Hospital, Accounting, Management and Human Resource Policies and Procedures.
10. Internal and External correspondence files.
11. Medical Records of patients visiting our health facilities, including monthly and annual Statistical Reports.
12. Documents concerning the standards for hospitals, rights and obligations of patients and patient risk reduction protocol.
13. Documents and files relating to Strategic Planning, Action Plan/Operational Targets, Annual Reviews, Quality Management, Accreditation and Training Plans within the ERHA and Ministry of Health.
14. Legislation (especially health-related) and Legal Instruments.
15. Legal Opinions and related matters.
16. Files and documents dealing with training, including training manuals and other resource material.
17. Minutes and Agenda of meetings hosted by the ERHA and attended by ERHA officers.
18. Files dealing with Circulars, memoranda, notices, bulletins, etc
19. Periodic Reports (annual, monthly and/or quarterly) prepared by the ERHA or officers of the ERHA, Consultants' Reports, Technical Reports etc.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings and journals on health-related and other topics.
21. Periodicals, publications and newsletters from local and international agencies on health-related and general topics, including from the Ministry of Health (Trinidad and Tobago), the World Health Organisation and Pan American Health Organisation.
22. Files dealing with official functions, conferences and events hosted by the ERHA, including our Annual General Meetings and Sports Days.
23. Files and documents dealing with our Customer Feedback Programme.
24. Admissions and Discharge Registers, Casualty Department Registers, Birth & Death Registers, Operations/Surgery Registers, Master Patient Index for health facilities under our purview.
25. Files and documents dealing with the Health Sector Reform Programme and the Inter-American Development Bank.
26. Files, documents and handouts related to the provision of health care service in the region, including Ambulance Services, Disease Surveillance, Food Service Control, Immunization/ Vaccination, Market Inspection Reports, School Inspection Reports and other Public Health Reports.
27. Files and documents dealing with various facets of health care, including Health Education, Health Promotion, Adolescent Health, Male Health, Community Health, Oral Health, Child Care, Mental Health and Dental Health.

28. Files and documents dealing with Disaster Management, Risk Management and Safety within the ERHA and in general.
29. Files dealing with stocktaking and inventory, the Valuation of ERHA's property and Fixed Assets Verifications.

### **Section 7 (1) (a) (iii)**

#### **Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the material listed in the ERHA's "*Catalogue of Information available to the Public*", between the hours of **9:00 a.m. and 3:00 p.m.** on normal working days at:

Supercare Building  
Eastern Main Road  
Sangre Grande  
Telephone No. 668-1105  
Fax No. 668-3387

The Catalogue can be viewed at the above address.

### **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.

How to Request Information:

#### *General Procedure*

Our policy is to answer all requests, both oral and written, for information. 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 in the Reception Areas of our Head Office and our administrative offices (described above), 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 Officer of the ERHA (**see Section 7 (1) (a) (vi)**).

#### *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, please 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 and pamphlets etc.

#### Responding to your Request

##### *Retrieving Documents*

The public authority is required to furnish copies of documents only when they are in our possession or we can attempt to 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.

##### *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 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; or
- (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 mis-addressed 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 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 Decision Maker is:**

Chief Executive Officer  
Mr. Esau Mohammed  
Supercare Building  
Eastern Main Road  
Sangre Grande

Tel: 668-1105; Fax: 668-3387  
Email: [erha@tstt.net.tt](mailto:erha@tstt.net.tt)

**The Designated Officer is:**

Administrative Assistant  
Ms. Kelly Ann Connelly-Monsegue  
(Contact information as above)

**The Alternate Designated Officer is:**

Research Officer  
Mr. Krishna Ramsumair  
(Contact information as above)

**Section 7 (1) (a)(vii)**

**Advisory Boards, Councils, Committees, and other bodies**

The ERHA 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 in the public domain can be accessed at our offices. Some of this information may be accessible through our website at [www.healthsectorreform.gov.tt](http://www.healthsectorreform.gov.tt). You may make general enquiries to the Receptionist/Telephone Operator at **668-1105**.

The Library/Reading Room in the ERHA is located at the  
Upper Floor  
Supercare Building  
Eastern Main Road  
Sangre Grande

The Library/Reading Room is open 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.

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

- 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/Library.
- Access to use our Reading Room/Library is by appointment only. You are to liaise with the Designated Officer to schedule an appointment (see Section 7 (1) (a) (vi)).

**Section 8 Statements**

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**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:**

- Act No. 23 of 2000 - Act to Amend the Regional Health Authorities Act, 1994
- Act No. 31 of 1994 - Act to Amend the Regional Health Authorities Act, 1994
- Civil Service Regulations 1967

- Companies Act 1995
- Constitution of Trinidad and Tobago (Extract)
- Employment Injury and Disability Benefits Bill, 2001 - Explanatory Note
- Exchequer and Audit Act
- Financial Institutions (Prudential Criteria) Regulations 1993 - Revised Draft 21
- Freedom of Information Act, 1999
- Gazette material and copies of amendments to Acts of Parliament
- Income Tax Act - Extract
- Land Acquisitions Act 1994
- Laws of the Health Sector of Trinidad and Tobago to 1st January 1986
- Laws of Trinidad and Tobago – Revised Edition
- Nurses and Midwives Act 1960
- Occupational Safety and Health Regulations 1996
- Pensions Act
- Public Service Commission Regulations 1966
- Regional Health Authorities Act 1994
- Regional Health Authorities Order 1994 and Regional Health Authorities (Contracting for Goods and Services) Regulations 1994
- Regional Health Authority Act 1994
- Workmen's Compensation Act

These documents are available for purchase at the Government Printery.

#### **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.**

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

#### **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.**

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

### **Section 9 Statements**

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#### **Section 9 (1) (a)**

**A report, or a statement containing the advice or recommendations, of a body or entity established within the public authority.**

- A Strategy for Implementing Adolescent Health Care; Krishna Ramsumair, Research Officer, Eastern Regional Health Authority
- Adolescent Sexual Behaviour Risk Survey – Proposal and Questionnaire: Ms. Yvonne Lewis, Health Education Officer, County Health Administration Office, St. Andrew/St. David, November 2001

### **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, we have no such reports or statements.

### **Section 9 (1) (c)**

**A report or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.**

- Eastern Regional Health Authority's Policy and Procedures on Staff Loans prepared by the Motor Vehicle Advances Fund and Other Staff Loans Committee.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Insurance Coverage from January 28, 2002 to January 27, 2003; dated November 15, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the selection of a Contractor for the Coryal/ Cumuto Outreach Centres Improvement Works; dated October 17, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Motor Vehicle Fleet Management – Approved Garages; dated October 17, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Purchase of Buses for Dental Outreach Programme; dated April 24, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Variation to Include an Upper Floor to the New General Practice Wing at the Rio Claro Health Centre Improvement Works; dated April 18, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the selection of a Contractor for the Valencia/ Manzanilla Outreach Centres Improvement; dated April 3, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for the Renewal Lease for County Medical Office of Health, St. Andrew/St. David; dated May 18, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Lease of Photocopier/Printer System; dated May 21, 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Additional Works for the New Cumana Outreach Centre and Toco Health Centre Improvement (including New Toco Doctor's and Nurse's Quarters); dated July 2001.
- Note for approval by the Tenders Committee and the Board of Directors of the Eastern Regional Health Authority for Additional Works for Rio Claro Health Centre; dated July 2001.

#### **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 the appointment of a Medical Records Officer; dated September 20, 2001
- Request to Minister of Health for the appointment of a Medical Records Officer; dated September 26, 2001
- Request to Minister of Health for the appointment of a Temporary Accountant on a one-year contract; dated December 05, 2001

#### **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.**

- Customer Traffic at the Mayaro District Hospital from June 2000 to January 2001; dated February 23, 2001
- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. S. Mejias, Medical Physicist, National Radiotherapy Centre, St. James; dated September 28, 2001

#### **Section 9 (1) (f)**

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

- Audit of National Programmes and Laboratories Trinidad and Tobago – National HIV/AIDS/STI Project – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospital Laboratories – Information Systems Development – Draft Final Report by KPMG Consultancy
- Audit of National Programmes and Laboratories Trinidad and Tobago – Laundry and Linen Services Programme – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – National Tuberculosis Control Programme/Hansen’s Disease Control Programme – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – National Blood Transfusion Unit – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health and Hospitals Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Public Health Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Audit of National Programmes and Laboratories Trinidad and Tobago – Hospital Laboratories – Final Report by KPMG Consultancy, June 30, 2001
- Health Sector Quality Council – Risk Management Council Initial Findings; by Mercy International Health Services – May 2001
- Management Advisory Services, Ministry of Health: Information Technology Planning – Presentation by Ernst and Young, September 24, 2001

- Ministry of Health – Regional Health Authorities Organisational Restructuring Workshop Report – Management Advisory Services; by Ernst and Young, April 2001
- Risk Management Consultancy: Briefing and Sensitization – Ministry of Health, Mercy International Health Services, 2001
- Trinidad and Tobago Health Sector Accreditation Programme – Draft Final Report; by Joint Commission International Consultants, November 09, 2001

**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, we have no such reports.

**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.**

- Food Supplies and Consumption of the Sangre Grande Hospital by Claudine Richardson-Sheppard, Quality Co-ordinator.
- Health Sector Reform Programme Annual Review 2001 for the period October 1, 2000 to September 30, 2001 – Eastern Regional Health Authority
- Operational Targets re Business Plan 2000/2001 – Final Status Report as at September 30, 2001
- Progress Report of Baby Friendly Initiatives for the Co-ordination and Monitoring Team by Yvonne Floyd-Davis, Baby Friendly Co-ordinator, dated May 02, 2001
- Public Board Meeting – June 28, 2001 – Current Issues – Eastern Regional Health Authority
- Report of Operations as per Section 66D, Act No. 29 of 1999 – Fiscal 2000/2001, January 15, 2002
- Report of Operations as per Section 66D, Act No. 29 of 1999 – Fiscal 1999/2000, November 23, 2001
- Report on 5<sup>th</sup> Annual Review of the Client Feedback System (Customer Relations/ Complaints System) – March 2000 to February 2001; Directorate of Quality Management; July 2001
- Report on the Achievements of the Community Health Team of St. Andrew/St. David, October 2000 to September 2001 by Gloria Andrews, Primary Care Nurse Manager, October 2001.
- Reports from the Auditor General's Department on the performance of the ERHA for 1995, 1996 and 1997
- Status Reports from the Eastern Regional Health Authority, its facilities and its officers from 1997 to present.
- Valencia Chronic Disease Pilot Project – Report on the Achievements for November 2001 by Mrs. Joanna Friday Bartholomew

**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
- Action Plan/Operational Targets for the Eastern Regional Health Authority for 2001/2002; dated November 2001
- Dental Outreach Programme – Eastern Regional Health Authority; May 01, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Draft 1 – Ministry of Health, May 10, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 2 – Ministry of Health, March 21, 2001
- Framework for Consideration for the Policy on National Emergency Medical Services – Trinidad and Tobago – Working Document 1 – Ministry of Health, March 08, 2001
- Information Manual for Client Feedback Systems (Customer Relations/Complaints System) – Ministry of Health/Regional Health Authorities, in collaboration with the Pan American Health Organization; dated July 2001
- Ministry of Health Medical Records Polices and Procedures – Death Information Systems Management – Directorate of Health Policy and Procedures, May 2001
- Ministry of Health National Emergency Medical Services Policy – Trinidad and Tobago – Draft 2 – Ministry of Health, July 26, 2001
- Patient Care Risk Reduction Protocol – Directorate of Quality Management, Ministry of Health, August 2001
- Regional Health Authorities Human Resource Polices and Guidelines (Draft) – Ministry of Health, August 22, 2001
- Risk Assessment Policy – Eastern Regional Health Authority; Krishna Ramsumair, Research Officer, 2001

**Section 9 (1) (j)**

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

- At this time, we have no 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, we have no such statements.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the public authority.**

- At this time, we have no 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 and Fixed Asset Verification Exercise; dated September/October 2001.

March 19, 2002