



**PUBLIC STATEMENT OF THE TOBAGO
REGIONAL HEALTH AUTHORITY
In compliance with Sections 7,8 and 9 of the
Freedom of Information Act (FOIA) 1999**

GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO
TOBAGO 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 Tobago Regional Health Authority (TRHA) 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 TRHA.
2. A legal right for each person to have information relating to themselves amended where it is incomplete, incorrect or misleading.
3. 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 Tobago Regional Health Authority:

Tobago Regional Health Authority (TRHA) which responsibility to the Tobago House of Assembly (THA), is responsible for healthcare throughout the island of Tobago. Tobago, which is part of the twin island Republic state of Trinidad and Tobago, is situated 32km (20ml) northeast of Trinidad and has an area of 300 sqkm (116ml).

We deliver healthcare via the Scarborough Regional Hospital and twenty Health and Outreach Centres. Our facilities also include the office of the County Medical Officer of Health, which is located at the Scarborough Health Centre, a Learning Resources Centre and Health Information Research Centre, both located on the compound of the Scarborough Regional Hospital.

Our Mission is:

The Mission of the Tobago Regional Health Authority is to promote and deliver client focused quality health care, in a cost effective, efficient, equitable, holistic, humane and sustainable manner, by a resource base committed to excellence and professionalism; by forging strategic partnerships with all elements that can or will impact on the delivery of healthcare and improvement of the health status of the population.

Our Vision is:

The Vision of the Tobago Regional Health Authority is to be the premier health provider in Trinidad and Tobago, by positively impacting on the health status of the society, through a dynamic process, in which a strong focus on wellness, embraces both domestic and international clientele.

The TRHA is a Statutory Body. It was established on May 20th 1994, in accordance with Act No. 5 of 1994. It is governed by a Board of Directors. The TRHA is mandated by the Tobago House of Assembly to provide quality healthcare throughout the island. The TRHA's responsibility centres are:

HEAD OFFICE
Armstrong Building, Bacolet Street,
Scarborough
TOBAGO

COUNTY MEDICAL OFFICE
Health Centre, Scarborough,
Tobago.

- Belle Garden Outreach Centre
- Bethel Outreach Centre
- Black Outreach Centre
- Bloody Bay Outreach Centre
- Buccoo Outreach Centre
- Canaan/Bon Accord health Centre
- Castara Outreach Centre
- Charlotteville Outreach Centre
- Delaford Outreach Centre
- Les Coteaux Outreach Centre
- Mason Hall Health Centre

Our Learning Resource Centre is located on the compound of Scarborough Regional Hospital, The Fort, Scarborough.

Effect on Functions of Members of the Public:

The services of the TRHA are specifically geared toward the 50,000 resident population Tobago. However, individuals from Trinidad as well as visitors, have access to our services.

The TRHA has as its main objective, the provision of enhanced primary and secondary healthcare with continued involvement of the community through lectures and workshops.

Section 7 (1) (A) (ii)

Categories of Documents in the possession of the TRHA.

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

1. Files and documents dealing with administrative support for the operations of the TRHA'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 TRHA workers.
3. Files dealing with pension, gratuity and other human resources issues.
4. Files dealing with the construction, maintenance and enhancement of the TRHA 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 TRHA.
6. Files dealing with the accounting and financial management procedures, functions and consultancies of the TRHA.
7. Financial Records such as cheques, vouchers, receipts, budgets, journals, audit reports and other financial reports.
8. Releases and speeches originating from TRHA.
9. Policy and Procedure documents such as Human Resource policies and procedures.
10. Safety Report by the Ministry of Health
11. Manpower Audit.
12. Internal and External correspondence files.

13. Medical Records of patients, visiting our health facilities, including monthly and annual Statistical Reports.
14. Documents concerning the standards for Rights and Obligations of Patient Risk Reduction Protocol.
15. Documents and files relating to Strategic Planning, Action Plan/Operation Targets, Annual Reviews, Quality Management, and Training Plans within the TRHA and Ministry of Health.
16. Legal Opinions and related matters.
17. Files and documents dealing with training, including training manuals and other resource material.
18. Minutes and Agendas of meeting hosted by the TRHA officers, excluding Board Meetings.
19. Files dealing with Circulars, memoranda, notices. Bulletins, etc.
20. Periodic Reports (annual, monthly and/or quarterly) prepared by the TRHA or officers or the TRHA, Consultants' Reports, Technical Reports etc.
21. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings and journals on health-related and other topics.
22. 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 Organization and Pan American Health Organization.
23. Files dealing with official functions, conferences and events hosted by the TRHA, including our Annual General Meetings and Sports Day.
24. Files and documents dealing with our Client Feedback Programme.
25. Admissions and Discharge Registers, Casualty Department Registers, Birth and Death Registers. Operation/Surgery Registers, Master Patient Index for health facilities under our purview.
26. Files and documents dealing with the Health Sector Reform Programme and the Inter American Development Bank.
27. Files, documents and handouts related to the provision of health care services in the region, including Ambulance Services, Disease Surveillance, food Service Control. Immunization, Vaccination, market Inspection Reports, School Inspection Reports and other Public Health Reports.
28. Files and documents dealing with various facets of Healthcare, including Health Education, Health Promotion, Adolescent Health, Male Health, Community Health, Oral Health, Child Care, Mental Health and Dental Health.

Section 7 (1) (a) (iii)

MATERIAL PREPARED FOR PUBLIC INSPECTION

The public may inspect and/or obtain copies of the material listed in the TRHA's "Catalogue of Information available to the Public" between the hours of 9.00 am, and 3.00 pm on normal working days, at

TOBAGO REGIONAL HEALTH AUTHORITY
Armstrong Building, Bacolet Street,
Scarborough,
Tobago
635-3000

The Catalogue can be viewed at the following address:
Health Information Resources Centre
Scarborough Regional Hospital
The Fort,
Scarborough

Section 7 (10 (a0) (iv)
Not applicable

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from Tobago Regional Health Authority.

How to Request Information:

General Procedure

Our policy is to respond to all requests. However, in order to have 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 an Administrative Offices**, (described above), for information that is not readily available to members of the public.

Addressing Request

To facilitate prompt handling of your request, please address it to the Designated Officer of the TRHA (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

Requests Not Handled Under the FOIA

Requests under the FOIA will not be proceeded to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority.

Responding to Your Request

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, 199, 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 or 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.

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 limit, 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 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)

- (3) Applications for corrections of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Mrs. Arlene Massiah
Customer Relations/ Freedom of Information Unit
Learning Resources Centre
Scarborough Regional Hospital
The Fort, Scarborough
635-2273/2873 Ext. 188/205

The Alternate Designated Officer is:

Mr. Michael Stewart
Public Relations officer
TOBAGO REGIONAL HEALTH AUTHORITY
Armstrong Building
Bacolet Street,
Scarborough
635-3000 Ext. 304

Section 7 (1) (a) (vii)

Not applicable

Section 7 (1) (a) (viii)

The Library/Reading Room for TRHA is located at:
HealthCare Information Research Centre
Scarborough Regional Hospital
The Fort, Scarborough

You may make general enquiries to the Receptionist/Telephone Operator at 635-3000, 635-2273/2873.

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. You are to liaise with the Designated officer to schedule an appointment.

Section 8 Statements – not applicable at this time.

Section 9 (1) (i)

A report containing:

- (1) Final plan for the organization of the function of the public authority
 - (2) The establishment of a new policy programme or project to be administered by the public authority.
 - (3) The alteration of an existing policy programme or project administered by the public authority, another public authority, the responsible Minister of the public authority of Cabinet.
- Accreditation Standards for Health Sector of Trinidad and Tobago – Joint Commission International – 2001
 - Dental Outreach Programme – Tobago Regional Framework for consideration on the National Emergency Medical Services – Trinidad and Tobago – Draft 1 – Ministry of Health, May 10, 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 Policies 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 26th, 2001
 - Regional Health Authorities Human Resource Policies and Guidelines (Draft) – Ministry of Health, August 22, 2001
 - Risk Assessment Policy – Tobago Regional Health Authority

Section 9 (1) (ii)

An environmental impact statement prepared within the public authority. Water testing for Dialysis Unit.

Section 9 (1) A-H, J-K, & M -not applicable at this time