

South West Healthcare - Freedom of Information

Part II Statements

In accordance with Part II of the *Freedom of Information (FOI) Act 1982*, South West Healthcare is required to publish a series of statements outlining the organisation's functions, processes and documents held, that are either publicly available or available for access under the Act.

- Statement One: Organisation and functions
- Statement Two: Categories of documents
- Statement Three: Freedom of Information arrangements
- Statement Four: Publications
- Statement Five: Rules, Policies, and Procedures
- Statement Six: Report Literature

Statement One: Organisation and Functions

South West Healthcare provides a comprehensive range of high quality health and wellbeing services to the 110,000 people who live in South West Victoria. We provide approximately 150 medical, nursing, mental health, allied health and community health services. We are committed to continuous quality improvement and strive for best practice.

More than 150,000 episodes of care per year are provided to the community across the following locations:

Campus Locations

1. Warrnambool Campus

- Warrnambool Base Hospital
- Warrnambool Community Health
- Mental Health Services

2. Camperdown Campus

- Camperdown Hospital
- Manifold Place (Camperdown Community Health)
- Merindah Lodge
- David Newman Adult Day Centre
- Mental Health Services

3. Lismore Campus

- Lismore Community Health

4. Macarthur Campus

- Macarthur Community Health

5. Portland Campus

- Mental Health Services

6. Hamilton Campus

- Mental Health Services

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

Further information is available at www.southwesthealthcare.com.au

Statement Two: Categories of Documents

South West Healthcare creates and maintains a large number of documents and records in the course of its work.

Under Section 7 of the FOI Act, South West Healthcare must publish a statement specifying the categories of documents maintained by the organisation. The following list broadly outlines the type of documents held by South West Healthcare:

- Health Information / Medical Records
- Employee records
- Reports
- Policies, procedures and clinical guidelines
- Various Registers
- Financial records

Statement Three: Freedom of Information arrangements

The FOI Act allows all patients and consumers the general right to request access to documents held by an agency. This includes requests for access to a patient's own personal health information, or access to health information on behalf of another individual. The FOI Act also enables individuals to apply for amendment of incorrect information within their records held by South West Healthcare.

All FOI applications are processed at South West Healthcare Warrnambool on behalf of all other South West Healthcare sites and services. Applications must be made in writing and include sufficient detail to identify the correct medical record or documents covered by the request.

Application forms and further details on how to access documents from South West healthcare are available on our website:

<https://www.swarh2.com.au/swh/content/freedom-of-information.aspx>

FOI Applications should be addressed to:

FOI Officer
South West Healthcare
Ryot Street
Warrnambool, VIC 3280

Email: foi@swh.net.au

Statement Four: Publications

On its website, South West Healthcare makes available to the public a wide range of publications including:

- Annual Reports from 2003 to present
- Quality Accounts from 2004 to present
- Environmental Sustainability Reports
- Strategic Plans
- Statement of Strategic Direction
- Quarterly Newsletters

These documents are available to access via the South West Healthcare website under the Publications heading.

www.southwesthealthcare.com.au

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

The Stan Carroll Library serves the information needs of staff and students by providing a quality library service to support best practice and medication safety across South West Healthcare. The library is committed to:

- Providing fast and easy access to evidence-based clinical information to support clinical decisions
- Designing and delivering digital literacy programs to enhance medical and healthcare education and professional development for the needs of the South West Healthcare workforce
- Supporting medical and healthcare professionals to provide best patient care and education within the region
- Supporting students on placement by providing relevant library resources

Statement Five: Rules, Policies and Procedures

South West Healthcare maintains a wide range of policies, procedures, and clinical guidelines to support effective governance of the organisation and to ensure a systematic approach is applied when carrying out operational and administrative duties in line with organisational objectives.

Requests to access copies of South West Healthcare's policies, procedures and/or clinical guidelines should be submitted through the FOI process.

Statement Six: Report Literature

Under Section 11 of the FOI Act, South West Healthcare must make available a range of final reports and records of decisions relating to policy and the administration of policy.

The literature listed below is available on the South West Healthcare Website under the Publications tab:

- Annual reports
- Quality Accounts
- Strategic Plans
- Environmental Sustainability Reports
- Statement of Strategic Direction
- Quarterly Newsletters