

Monash Health – Freedom of Information

Part II Statements

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

- Statement One: Organisation and function
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Statement One: Organisation and function

Monash Health provides a world of healthcare across south eastern Melbourne, uniquely integrating primary, secondary and tertiary health services, as well as world-renowned research and teaching facilities in one organisation.

Our health service provides access to public health services for a greater community of 1.3 million residents or 24 per cent of Victoria's population. Monash Health also has a wider official specialist role for greater Melbourne, regional Victoria and interstate in such specialties as paediatrics, cardiology, transplants and neonatal intensive care, with extensive university affiliations.

More than 3.1 million episodes of care are provided to the community across more than 40 care locations, including:

- Seven major hospital sites
 - Monash Medical Centre
 - Monash Children's Hospital
 - Moorabbin Hospital
 - Dandenong Hospital
 - Casey Hospital
 - Kingston Centre
 - Cranbourne Centre
- One private hospital
 - Jessie McPherson Private Hospital
- 21 community health sites including:
 - Cardinia Casey Community Mental Health Services
 - Greater Dandenong Community Health Services
 - Central Bayside Community Health Services
 - Pakenham Health Hub
 - Community Maternity Services
 - Dialysis Unit
 - Ophthalmology Unit

- Hospital in the Home
- Five aged care facilities
 - Chestnut Gardens
 - Yarraman
 - Mooraleigh
 - Eastwood
 - Allambee
- A number of mental health facilities providing comprehensive services in both hospital and community settings including:
 - Acute Adult Mental Health Services
 - Aged Persons Mental Health Service
 - Child and Adolescent Mental Health Services
 - Specialist Inpatient Services
 - Emergency Psychiatric Services
 - Mental Health Community Services
 - Rehabilitation Services
 - Gender Dysphoria Clinic

The Monash Health Service Directory is accessible at <http://www.monashhealth.org/page/Services/>

Monash Health is a public health service pursuant to the *Health Services Act 1988* (Vic) and its Board of Directors are responsible for setting the objectives and strategic direction of the service, appointing the Chief Executive Officer, monitoring the performance of the hospital and overseeing the management of the service.

The Monash Health Community Advisory Committee is an advisory committee to the Monash Health Board of Directors and works to increase consumer, carer and community participation in all facets of Monash Health's operations in partnership with the Monash Health Board of Directors.

Statement Two: Categories of documents

Monash Health collects and stores information in accordance with the *Public Records Act 1973* (Vic). In addition to health information, Monash Health creates and maintains a large number of documents and records during the course of its operational and administrative processes.

Under section 7 of the FOI Act, Monash Health must publish a statement specifying the categories of documents maintained by the organisation. The following list broadly outlines the types of documents held by Monash Health:

- Health information/medical records
- Employee records
- Reports
- Policies, procedures and clinical guidelines
- Financial records

Please note, the above examples are not an exhaustive list of documents held by Monash Health.

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 requests for 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 Monash Health.

All FOI applications are processed at Monash Medical Centre on behalf of all Monash Health 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 Monash Health are available via the Monash Health website:

http://www.monashhealth.org/page/Access_my_records

FOI applications can be addressed to:

Freedom of Information Unit
Monash Medical Centre
Locked Bag 29
Clayton South VIC 3169

Email: foi@monashhealth.org

Statement Four: Publications

Monash Health makes available to the public on its website a wide range of publications, including:

- Fast Facts
- Annual Reports
- Financial statements
- Foundation for Health Newsletter
- Monash Health Quarterly
- New Hospital Development Newsletter
- Quality of Care Reports
- Strategic Plan
- MHTP Inaugural Research Report
- Research Reports
- Research Strategic Plan 2014-2018
- Media communications

These documents are available to access via the Monash Health website at the following links:

<http://www.monashhealth.org/page/Publications>

http://www.monashhealth.org/page/Reports_and_Strategic_Planning

http://www.monashhealth.org/page/In_the_media

Monash Health produces a wide range of written health information across the organisation. Written health information is any information, including brochures, instruction 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.

Statement Five: Rules, policies and procedures

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

Requests for access to copies of Monash Health's policies, procedures and/or clinical guidelines should be submitted through the FOI Unit.

Statement Six: Report literature

Under section 11 of the FOI Act, Monash Health must make available a range of final reports and records of decisions relating to policy and the administration of policy.

These documents are available to access via the Monash Health website at <http://www.monashhealth.org/page/Publications>