

The Royal Children's Hospital

Freedom of Information

Part II Statements

In compliance Part II of the Freedom of Information (FOI) Act 1982 (Vic) The Royal Children's Hospital (RCH) wishes to provide the following statements outlining the organisation's functions, processes, and the types of documents held by the RCH that are either publicly available or available for access under the Act.

Statement 1: Organisation and functions

Statement 2: Categories of documents

Statement 3: FOI Arrangements

Statement 4: Publications

Statement 5: Rules, policies and procedures

Statement 6: Report literature

Statement 1: Organisation and functions

The RCH is the major specialist paediatric hospital in Victoria and also provides specialist care for children from Tasmania, southern New South Wales and other states around Australia. It is also Victoria's designated major trauma centre for paediatrics.

The hospital delivers the state-wide Paediatric, Infant and Perinatal Emergency Retrieval (PIPER) service and is a Nationally Funded Centre for paediatric heart transplantation, paediatric liver transplantation (in collaboration with Austin Health), and paediatric lung transplant (in collaboration with Alfred Health).

The RCH is part of the Melbourne Children's campus and regularly collaborates with its campus partners, Murdoch Children's Research Institute and the University of Melbourne - Department of Paediatrics, to provide global leadership in integrated clinical care, research and education.

The RCH also leads several state-wide services, including:

- Victorian Paediatric Rehabilitation Service (with Monash Health, Ballarat Health Services, Barwon Health, Bendigo Health, Eastern health and Goulburn Valley Health)

- Victorian Paediatric Palliative Care Program (with Monash Health and Very Special Kids)
- Victorian Forensic Paediatric Medical Service (with Monash Health and Victorian Institute of Forensic Medicine)
- Victorian Infant Hearing Screening Program.

The RCH is a Public Health Service established under the *Health Services Act 1988* (Vic).

Statement 2: Categories of documents

The FOI Act allows individuals to seek access to documents held by the RCH. This includes paper and electronic documents.

The RCH creates and maintains a large number of documents and records in the course of its activities and services, including:

- medical records
- employee records
- occupational health and safety reports
- policies, procedures and standards
- financial records

Statement 3: FOI Arrangements

To access documents held by the RCH (other than those publications which are available via our website, see Publications below), an application should be made for access under the FOI Act.

FOI applications must be in writing, in either the form of a letter or a completed FOI application form. Requests for personal information (for example, medical records or employee records) should be accompanied by a valid form of identification.

Application forms and more details about how to make an FOI request including the scheduled fees are available from the RCH website at <https://www.rch.org.au/foi/> . Requests must clearly describe the documents that the applicant is seeking to access.

All requests should be addressed to:

Freedom of Information
The Royal Children's Hospital
50 Flemington Road
Parkville Victoria 3052
Email: foi@rch.org.au

Statement 4: Publications

The RCH website has links to a wide range of publications available, including:

- Annual Financial Reports from 2009 to present
- Quality of Care Reports from 2009 to present
- RCH Research Reports for 2009 and 2010
- Melbourne Biomedical Precinct Brochure

These links can be accessed at <https://www.rch.org.au/rch/about-us/pubs/>

The RCH Strategic Plan for 2019-2021 – Great Care Everywhere, can be accessed at <https://www.rch.org.au/rch/about-us/strategic-plan/>

The RCH produces a wide range of written information across the organisation. Written 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 5: Rules, policies and procedures

To govern and support the operation and administration of the RCH, a range of internal policy and procedural documents are maintained.

Requests for copies of the RCH rules, policies and procedures should be submitted through the Freedom of Information Service.

Statement 6: Report literature

The RCH completes a range of reports and maintains records of decisions relating to policy and the administration of policy and makes them available for inspection or purchase. Please refer to Statement 4: Publications, for further information.