



Bermuda Hospitals Board

GOVERNMENT OF BERMUDA

MINISTRY OF HEALTH

PATI Information Statement

Name of Public Authority: Bermuda Hospitals Board

INTRODUCTION:

The following document is the information statement for the Bermuda Hospitals Board (**BHB**). Every public authority covered by the Public Access to Information Act 2010 (the **PATI Act**) has a legal duty to maintain an information statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information, and to develop a culture of openness. Every person who is Bermudian, or a resident of Bermuda, has a right to access any record held by a public authority unless the record is exempt. Several classes of information are exempt, including: sensitive commercial information, information received in confidence; operations and deliberations of public authorities; Cabinet, Ministerial and Governors documents; and legal documents. However, exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe parliamentary privilege or are prohibited by other legislation (see sections 21 to 40, PATI Act). In addition, every person has a right to amend their personal information if it is incomplete; incorrect or misleading [s19. PATI Act].

This information statement provides an overview as follows:

- A. Structure, organisation and legislation
- B. Functions, powers and duties of the authority and obligations under the PATI Act
- C. Services and programs
- D. Classes of records held
- E. Administration (all public access) manuals
- F. Decision-making documents
- G. The information officer
- H. Any other information
- I. Information statement: copies and updates.

SECTION A: STRUCTURE, ORGANIZATION AND LEGISLATION [S5(1L)]

Organisational Structure

BHB is a body corporate established under the Bermuda Hospitals Board Act 1970 (the **Act**). BHB provides hospital services from King Edward VII Memorial Hospital, Mid-Atlantic Wellness Institute and the Lamb Fogg Urgent Care Center. The Act sets out BHB's powers and duties and establishes a comprehensive



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regime under which it operates. The mandate of BHB is to have general charge and management of the hospitals and overall responsibility for the provision of health services as defined in the Act.

Legislation

The complete suite of relevant legislation governing BHB's work is as follows:

- Bermuda Hospitals Board Act 1970 and regulations thereunder
- Mental Health Act 1968 and regulations thereunder
- Public Health Act 1949 and regulations thereunder

Bermuda Hospitals Board Members:

BHB's Board must consist of the following ex officio members and not less than seven or more than ten members appointed by the Minister of Health. As appointed by notice published in the Gazette on 25 February 2025, the current members are as follows:

- Mr. Matthew Pifer – Chairman
- Mr. Collin Anderson – Deputy Chairman
- Mr. Lloyd Fray
- Mr. Mark Pacheco
- Mr. Ryan Robinson-Perinchief
- Mr. Warren Jones
- Ms. Ianthia Simmons-Wade
- Ms. Kathleen Bibbings
- Ms. Zehena Davis
- Ex-Officio - Chief Medical Officer
- Ex-Officio - Chief of Staff, KEMH
- Ex-Officio - Permanent Secretary, Ministry of Health
- Ex-Officio - President of Hospital Auxiliary of Bermuda
- Ex-Officio - Representative of Bermuda Hospitals Charitable Trust

Composition of the Executive Team

As of 31 March 2025, the executive team members of BHB are as follows:

- Chief Executive Officer
- Chief Financial Officer
- Chief of Staff
- Chief of Nursing
- Chief Operating Officer
- Chief Health Information Officer
- Chief People Officer
- Senior General Counsel



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Staff

Approximately 1,800 people are employed by BHB. Of this number, approximately 76% are Bermudians or spouses of Bermudians and 24% are guest workers or PRC holders.

Stakeholder Engagement

Stakeholders have involvement at BHB through the Board and its Committees. BHB Committees, such as the Ethics Committee, also include community representation. Strategic developments include specific stakeholder outreach, and BHB leaders are involved in healthcare related community organisations.

Operations

Further information about BHB operations may be found at www.bermudahospitals.bm

SECTION B: 1) FUNCTIONS, POWERS, DUTIES OF THE AUTHORITY [S5(1)B]

Under section 6 of the Act, BHB has general charge and management of the hospitals and any movable and immovable property pertaining to the hospitals; it also has overall responsibility for the provision of health services. BHB is mandated to:

- administer the hospitals and the provision of health services in an efficient manner and in such a way as to promote the welfare of patients;
- so far as funds at its disposal permit, promptly make available at the hospitals modern methods of treatment of the sick and infirm, and use such methods in the provision of health services;
- coordinate the administration and operation of the hospitals and the provision of health services;
- make recommendations to the Minister of Health (**Minister**) on the development of the hospitals and the hospital services, on the provision of health services and on such matters as the Minister may refer to BHB; and
- give effect to any general directions given by the Minister as to the policy to be followed by BHB in the performance of its functions as appear to the Minister to be necessary in the public interest.

BHB may also, subject to the provisions of the Act:

- build, construct or erect, or cause to be built, constructed or erected, any building; or
- carry out, or cause to be carried out, any works,

upon any land owned by, or under the control of BHB where such building or works are calculated to facilitate, or are conducive or incidental to, the discharge of any function of BHB.

SECTION B: 2) OBLIGATIONS UNDER PATI ACT [S5(1)B]

BHB's obligations under the PATI Act are as follows:

- To provide an information statement for the public [s5].
- To provide other information to the public so that the public needs only to have minimum resort to the use of the Act to obtain information held by BHB [s6]. This includes:
 - Information it holds and how to access it;
 - Log of all information requests and their outcome;



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- Quarterly expenditure (upon request) [s6(5)];
 - Contracts **valued** at \$50,000 or more.
- To respond to information requests in a timely manner [s12-15].
- To conduct an internal review if formally requested [part 5].
- To provide an annual written report to the Information Commissioner on the number of PATI requests, internal review requests and of the status of information requests [s58 (3)].
- To train staff and make arrangements so as to facilitate compliance with the Act [s61].
To appoint an information officer.

SECTION C: SERVICES AND PROGRAMMES [S5(1)C]

The following are the services provided by BHB pursuant to the Act:

- hospital and health services promoting the welfare of patients;
- health services that include modern methods of treatment of the sick and infirm;
- administration and coordination of hospital operation and provision of health services;
- recommendations to the Minister responsible for health on the development of the hospitals and the hospital service, on the provision of health services and on such matters as the Minister responsible for health may refer to BHB;
- any services or programs that give effect to any directions given by the Minister;
- health services from time to time in conjunction with other parties or by other parties on behalf of BHB.

Under section 10(1) of the Act, the following clinical departments and services are mandated:

- Medical
- Surgical
- Obstetrics/Pediatrics
- Emergency Medicine
- Geriatric Medicine
- Diagnostic Medicine
- Laboratory
- Anesthesiology
- Dental
- Psychiatry

The following are the programmes and services offered by BHB:

KING EDWARD VII MEMORIAL HOSPITAL

Asthma Education
Cardiology and Cardiac Diagnostics
Clinical Dietetic Services Continuing Care
Day Hospital
Diabetes Education



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Diagnostic Imaging
Dialysis Treatment
Dietitian Services
Emergency Services
Endocrinology
Home Care
Hospice Care
Hyperbaric and Wound Care
Intensive Care Unit
Laboratory and Pathology Services
Maternal-Child
Medical Social Work
Nephrology
Occupational Therapy
Oncology Services
Palliative Care
Patient-Centered Medical Home
Pharmacy
Physiotherapy
Rehabilitation Services
Speech Pathology
Surgical Services

LAMB FOGGO URGENT CARE CENTRE

Urgent Care
Diagnostic Services (x-ray, ultrasound, laboratory)

MID-ATLANTIC WELLNESS INSTITUTE

Mental health Services (adults, children and adolescents)
Community Outreach and Rehabilitation Services
Intellectual Disability Services
Vocational Rehabilitation
Substance Abuse Treatment
Community Homes (Mental Health and Intellectual Disability)

SECTION D: CLASSES OF RECORDS HELD [S5(1)D]

The following classes of records are held by BHB:

- Medical Records
- Human Resources Documents
- Accreditation Survey Reports



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- Annual Reports
- Meeting materials
- Contracts
- Executive Team Agenda
- Financial Records
- IT Records
- Leadership Presentations
- Policies & Procedures
- Requests for Proposals
- Staff newsletters and notices
- Meeting Minutes PATI Records
- Travel Records
- Complaint logs
- Investigation Records

SECTION E: ADMINISTRATION (ALL PUBLIC ACCESS) MANUALS [S5(1)E]

Various policies of King Edward VII Memorial Hospital and Mid-Atlantic Wellness Institute are used by employees for administering or carrying out activities.

SECTION F: DECISION-MAKING DOCUMENTS

Various policies of King Edward VII Memorial Hospital and Mid-Atlantic Wellness Institute are used by for the purposes of making recommendations in relation to any person.

SECTION G: THE INFORMATION OFFICER [5(1)(G)]

BHB's Information Officer is Lakilah Spencer, Senior General Counsel

Requests under the PATI Act may be submitted in the following ways:

In person: Bermuda Hospitals Board, King Edward VII Memorial Hospital, 7 Point Finger Road, Paget DV 04

By post: Bermuda Hospitals Board, P.O. Box HM 1023 Hamilton HM DX clearly marked for the attention of the PATI Information Officer

By email: informationofficer@bhb.bm

Requests must be made using the application form and submitted to the Information Officer. You must also provide Government issued identification to prove that you are a Bermudian or a resident of Bermuda. The process and application form are located at <https://www.gov.bm/online-services/make-pati-request>



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A request must identify the record, the subject and relevant time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>)

Your request will be acknowledged within five (5) days. BHB has six (6) weeks to make a decision regarding the request. Access to the record may be provided in full, in part, or denied. If you are not satisfied with the outcome, you may appeal the decision via several mechanisms: an internal review by the head of BHB, an external review by the Information Commissioner, and a judicial review proceeding in the Supreme Court. These processes are further described on this page of the Information Commissioner's website: <https://www.ico.bm/for-the-public/how-to-make-a-pati-request/>

SECTION H: ANY OTHER INFORMATION [S5(1)H]

Further Information on BHB is available on the BHB website: <https://bermudahospitals.bm/>

The legislation listed in this Information Statement may be found at Bermuda Laws Online: <https://www.bermudalaws.bm/>.

Patient and family complaints should be directed to the Patient Relations Manager on the fifth floor (or via email at feedback@bhb.bm or telephone 441-239-1425. Clinical complaints should be made in writing to the Quality & Risk Department.

SECTION I: INFORMATION STATEMENT: COPIES AND UPDATES [S5(2,3,4,5)]

Every public authority shall update its information statement at least once a year and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: 31 March 2025

Locations of Information Statement:

Confirm copies of Information statement are, available at the following sites:

Office of Bermuda Hospitals Board (King Edward VII Memorial Hospital)	Yes
The Bermuda National Library	Yes
The Bermuda Archives	Yes
Available electronically	Yes

PATI website <http://www.gov.bm/public-access-information-pati>

BHB website <http://www.bermudahospitals.bm>

Have you published a notice in the Gazette indicating the places where the Information Statement is available for the public? Yes

With the Information Commissioner Yes

Date: 31 March 2025