

CPX0000: Policy Title

Approved Date: May 2000

Reviewed/Revised Date: October 2014

1.0 Introduction

Description

Providence Health Care (PHC) sites and facilities, though privately owned by PHC, are funded publicly and are open to access by patients, residents, families and public. Access to specific sites is guided by protocols and policies that protect patient, resident and family privacy and safety, and ensure the safe, thorough and effective delivery of care by staff and physicians.

At the same time, PHC strives to be a good corporate citizen, open to community needs and open to partnership opportunities with stakeholders. Access to PHC sites by external parties is often requested for meetings, film shoots and/or special events.

This policy enables and guides the consideration of such requests.

Scope

This policy applies to all external agencies, agents, individuals, stakeholders and the public, who request access to PHC sites

2.0 Policy

Requests for Meeting Room/Site-space Use

Any requests by external parties for meeting rooms, conference rooms or other site areas/spaces potentially open to the public (such as gardens or yards) must be submitted and reviewed for decision by the Site Leader and/or appropriate designate of the site, or a member of the Senior Leadership Team. Sufficient advance notice is required.

In those cases where a request may have media relations, issues-management or stakeholder-engagement dimensions, the Site Leader or designate will check with PHC Communications & Public Affairs, for approval.

PHC and its representatives reserve the right to approve or decline based on operational, staff, patient, resident, logistical, cost/expenses, issues-management or any other identified need.

Requests for Facility or Site Tours

All requests for tours of PHC sites or programs are to be forwarded to PHC Communication & Public Affairs for review/triage.

Communications will assess each request individually and may liaise with senior/site/program leadership to determine the viability of the request and the capacity of PHC to support it.

Location Filming Requests

PHC will consider on-site filming by commercial production companies provided normal site operations are not unduly inconvenienced.

An operating and rental contract must be established between the Corporation (in this case Tapestry Foundation for Health Care on behalf of Providence Health Care) and the production company and signed by the CEO of the Foundation. Prior to signing, the Foundation will obtain written approval from the site leader and SLT.

Funds raised through the rental contract are distributed, by prior arrangement, to the affiliated Foundation (i.e. either the St. Paul’s Hospital Foundation or the Tapestry Foundation for Health Care). Funds will be designated to the affected site.

2.1 Procedures and Responsibilities

Refer all requests for location filming, meeting-rooms booking or access to other parts of a PHC site:

Location Filming (All sites)	Tapestry Foundation for Health Care Tel: 604-877-8335
Meeting Room Requests: St. Paul’s Hospital	Media Services Room Booking Tel: 604-806-8564
Special Access to Other Parts of St. Paul’s Hospital (e.g. the Roof Garden)	Contact the Site Leader
Meeting Room Requests or Requests for Access to Other Parts of a Site	
All Other PHC Sites	Contact the Site Leader
All site/program tour requests	PHC Communications & Public Affairs Tel: 604-806-8022

2.2 Responsibility (required)

Tapestry Foundation for Health Care is responsible for location filming at all sites.
 Media Services Room Booking will book meeting room requests for St. Paul’s Hospital.
 Site Leaders at sites other than St. Paul’s Hospital are responsible for meeting room requests.
 Site Leaders are responsible for requests to access other parts of the site.
 PHC Communications & Public Affairs are responsible for all site/program tour requests.

2.2 Compliance (required)

PHC Communications & Public Affairs Department will monitor this policy.

3.0 References

Tools, Forms and Guidelines

- None

Related Policies

- None

Keywords

Facilities, External Agencies