



REGIONAL PARAMEDIC PROGRAM  
FOR EASTERN ONTARIO

SERVING TOGETHER

## PROGRAM POLICY

<b>NUMBER:</b>	ADM 160
<b>TITLE:</b>	BHIT Services Scheduled Maintenance
<b>CATEGORY:</b>	Administrative
<b>APPROVED:</b>	October 2016
<b>VERSION:</b>	1.1
<b>AUTHORITY:</b>	Program Director
<b>LAST REVIEWED:</b>	July 2023
<b>LAST REVISED:</b>	February 25, 2019

**PURPOSE:** To ensure the Regional Paramedic Program for Eastern Ontario (RPPEO) Base Hospital Internet Technology Services webserver software and firmware are maintained and updated on regular bases.

**POLICY:** The RPPEO will monitor and identify required maintenance on its web servers and related systems.

Once the required maintenance work is identified, deemed to be required, the work task will be documented and listed to be completed on the next maintenance window.

Stakeholders affected by a maintenance window will be notified ahead of time via email of potential interruptions.

**REVISION RECORD**

Version number	Revision Date	Summary of Changes
1.0	June 2016	Pre-existing 2015 version reviewed as baseline for new versioning system.
1.1	February 2019	Minor edits