



PROGRAM POLICY

NUMBER:	ADM 160
TITLE:	BHIT Services Scheduled Maintenance
CATEGORY:	Administrative
APPROVED:	October 2016
VERSION:	1.1
AUTHORITY:	Program Director
LAST REVIEWED:	January 2019
LAST REVISED:	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