

Hospital Naming Directive Approval Process

Hospitals are required to adhere to the *Hospital Naming Directive* when engaging in hospital naming decision making. The following document outlines the process and considerations that should be given when proposing a hospital name.

1. Purpose

- a. To establish a clear and consistent guide to the process of hospital naming in Ontario.

2. Hospital Naming Process

a. Preparation for a Name Change

- i. All hospitals considering a new name should carefully review the *Hospital Naming Directive* ("directive") to ensure that the hospital can fulfill and respond to the requirements the ministry has set out in the directive related to hospital naming.
- ii. Hospitals are encouraged to review and complete the *Hospital Naming Directive: Reporting Template* ("reporting template"). The reporting template provides a detailed overview of what information the ministry requires when considering approval of a hospital name.

b. Naming Considerations

- i. When considering the naming of a hospital close attention should be given to the Purpose of the Directive (s.1 of the directive) and the Naming Criteria (s.5 of the directive).
- ii. For a hospital name to be considered for approval by the ministry, the hospital must satisfy the Requirements for Submission (s.6 of the directive). Close attention should be given to the public consultation requirements outlined in the directive (s.6(b)(ix)).

c. Approval Process

- i. The hospital board engages in consultation(s) with the public and LHIN on the proposed new name.
- ii. Following public and LHIN consultation(s), the hospital board must approve the proposed name change and send its completed submissions to their LHIN for review.
- iii. If the LHIN endorses the submission, it must forward the submission, with a letter from the LHIN Board Chair indicating the LHIN's endorsement to the Ministry's Hospitals Branch.
- iv. The ministry will review the submission and provide a decision in writing to the Hospital and notify the LHIN. Any and all decision making will be based on the directive.

3. Responsibilities

- a. The directive establishes the responsibilities of the hospital, LHINs and Ministry as it relates to hospital naming and the directive. The directive (see s. 8) provides a list of all of the information sharing and communication requirements for all parties.

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4. Not Applicable

- a. The directive does not apply to the naming of:
 - i. hospital wings;
 - ii. individual hospital buildings, unless the building comprises all or substantially all of a hospital site as described under paragraph (b)(iii) of the directive;
 - iii. research or treatment centres; or
 - iv. programs or services.