



Bella Bella

Welcome Package

Orientation Information for New Staff and Physicians

where we

LIVE WORK PLAY

March 2020

TABLE OF CONTENTS

WELCOME

3

LIVE

4-8

- Cultural Information
- Getting Here
- Housing
- Schools
- Sea Bus Water Transportation
- Map of Bella Bella
- Services Located in Bella Bella
- Services Located on Denny Island

PLAY

13-15

- Things To Do On The Central Coast
 - Community Fitness Centers
 - Fishing
 - Kayaking
 - Hiking and Walking Trails
 - Hiking and Walking Trail Maps
 - Restaurant and Bars
 - Shopping, Arts and Crafts
 - Tours

WORK

9-12

R.W. Large Memorial Hospital (RWL)

- Administration
- Hospital Services
- Emergency Numbers
- Hospital Medical Services
 - Laboratory
 - Medical Imaging
 - Mental Health and Substance Use
 - Nursing
 - Pharmacy

Bella Bella Medical Clinic

- Out-of-Town Referrals (Specialists and Diagnostic Services)
- Visiting Specialist Program

Health Centre Society

- Community Health/Public Nurse
- Community Wellness Program
- Dental Program
- Home & Community Care Program
- Maternal Child Health Hj'nisu
- Mental Health and Substance Use
- Patient Transportation Program (Patient Travel)
- Wellness/Chronic Disease Nurse

LEARN

16

- Information and Community Resources

CONTACTS

17

- General Inquiries

We WELCOME you

Our **LIVE**, **WORK**, and **PLAY** sections provide a general overview of Bella Bella and our medical community. A more detailed package is available based on your role.

A little bit about the Central Coast...

- ◆ Home to the Heiltsuk, Kitasoo/Xai'Xais and Wuikinuxv Nations for thousands of years
- ◆ Also called the Great Bear Rainforest
- ◆ All communities are accessible only by air or water

Bella Bella is known to the Heiltsuk as Wáglísla meaning "river on the beach"

Bella Bella

Bella Bella, also known as Wáglísla, is a small, vibrant coastal community located on Campbell Island, about 181 km north of Port Hardy (on Vancouver Island) and 144 km west of Bella Coola (on the mainland). Bella Bella is home to the largest community in the central coast region and the Haítzaqv (Heiltsuk) Nation.

Located in the relatively calm waters of the Inside Passage, Bella Bella boasts spectacular views of the Coastal Mountains, whales and passing vessels from the large bay windows of the hospital and some of the housing units. Although many cruise ships and tankers have been moving further off shore in recent years, the Inside Passage is still a busy transportation hub for commercial and recreational boats of all sizes.



© Photo by Kevin Wilson, Bella Bella

Our Communities

Our neighboring communities of Denny Island, Klemtu and Ocean Falls are located in or near the Inside Passage and together, our total population is about 1514. Our communities include:

- **Bella Bella (Wáglísla)** located on Campbell Island in the traditional, unceded territory of the Haítzaqv (Heiltsuk) Nation with a population over 1000 that swells in the busy fishing and tourist seasons
- **Denny Island** located adjacent to Campbell Island with a population of 130
- **Klemtu** located on Swindle Island approximately 54 km Northwest of Bella Bella and home of the Kitasoo/Xai'xais Nations with a population of 292
- **Ocean Falls** located approximately 50 km Northeast of Bella Bella with a population of 45 middle aged to older adults

Our Hospital

The R.W. Large Memorial Hospital in Bella Bella provides acute care, long-term care, and ER services to residents in the communities of Bella Bella, Denny Island, Klemtu and Ocean Falls as well as tourists, workers and visitors in the area.

Bella Bella Medical Clinic

The Bella Bella Medical Clinic provides primary care through appointments with family care physicians to the community. They also coordinate patient specialist and diagnostic referrals for outside the community and manage over 30 Visiting Specialist clinics throughout the year.



Both Bella Bella and Denny Island offer stores and services as well as local community activities and events held throughout the year. We offer grocery & bakery, pharmacy, local arts & crafts, gifts & jewelry, liquor, hardware, marina, coffee shops & restaurant, bar & grill, garden & nursery, tours and accommodations. Everyday services like ATM bank machines, post office, fuel stations, library, schools, childcare/daycare, weight & exercise facilities, land & water taxis, RCMP, BC Ambulance, hospital, medical clinic, airport & BC Ferries are also available.

Living here offers a huge outdoor playground of land and water activities like hiking, walking, boating, kayaking, fishing, tours and more.

Where we LIVE



The seaside community of Bella Bella and neighboring communities provide all the everyday necessities required for you and your family to live comfortably while working in Bella Bella. The area is a breathtaking escape from city life and awaits your many adventures and discoveries on the unspoiled Central Coast.



Cultural Information

The Heiltsuk (Haítzaqv) membership totals over 2300 people, over half of whom live in the lower mainland or on Vancouver Island returning regularly for seasonal fishing, family and cultural gatherings. Visit <http://www.heiltsuknation.ca/> Also See the *“Where We Learn”* Section



Getting Here

Designated staff at the RW Large Memorial Hospital can provide support in managing travel arrangements to Bella Bella.

BC Ferries: Schedules vary throughout the year. Based on your departing location, travel is available from Bella Coola, Port Hardy (on Vancouver Island) and Prince Rupert to Bella Bella, BC (McLoughlin Bay). Visit <https://www.bcferrries.com/schedules/inside/>

Pacific Coastal Airlines: Daily flights from the Vancouver International Airport - South Terminal in Richmond. Flights are also available from Campbell River and Port Hardy (on Vancouver Island) to the Campbell Island Airport in Bella Bella, BC. Visit <https://www.pacificcoastal.com/>

Wilderness Seaplanes: Schedules vary for floatplane transportation from Port Hardy (on Vancouver Island) to Bella Bella, BC. Visit <https://www.wildernessseaplanes.com/>



Where we LIVE

Housing

Vancouver Coastal Health provides fully furnished accommodation in Bella Bella for staff and physicians. These up-to-date units are equipped with bed, bath & kitchen linens, cable TV, landlines, wifi, W/D and all the necessities to keep you comfortable. Units are located adjacent to or in close proximity to the hospital and clinic.



The map below shows The Coho" housing unit which is another of the housing units in the community for staff. Bella Bella also welcomes visitors to stay in one of our many bed and breakfast, cabins and suites as shown on the map. Denny Island also has several bread and breakfast accommodations in addition to the Shearwater Resort and Marina.



Schools

Bella Bella Community School offers Nursery to Grade 12 to both Heiltsuk and non-Heiltsuk students, accredited as a BC Ministry of Education Independent School and is certified with the First Nations School Association. Visit <http://www.fnsa.ca/>
Visit <https://bellabellacommunityschool.ca/>

School District 49, Shearwater Elementary operates a one-room, K-7 school on Denny Island with about 10 students from Bella Bella and Denny Island. Visit <http://wwwsd.49.bc.ca/>



Where we LIVE



Sea Bus Water Transportation

The *Shearwater Sea Bus* service runs between Denny Island-Shearwater Resort & Marina Dock and the Bella Bella-Government Dock.

To catch the sea bus from Bella Bella, go to the Government Dock located near the Wáglísla Band Store. Take the first ramp on the right to the covered waiting area on the dock. The Sea Bus Schedule is posted in the waiting area, throughout the community and at the Hospital Nursing Station.

Hourly service from 745 am to 10 pm from Denny Island to Bella Bella

Hours can vary earlier/later with late evening service announced at the Fisherman's Bar & Grill

The sea bus generally leaves **Bella Bella on the hour** and leaves **Denny Island on the half hour**

Locals: \$5 roundtrip **Guests/Visitors:** \$5 per direction **CASH ONLY** & receipts are available



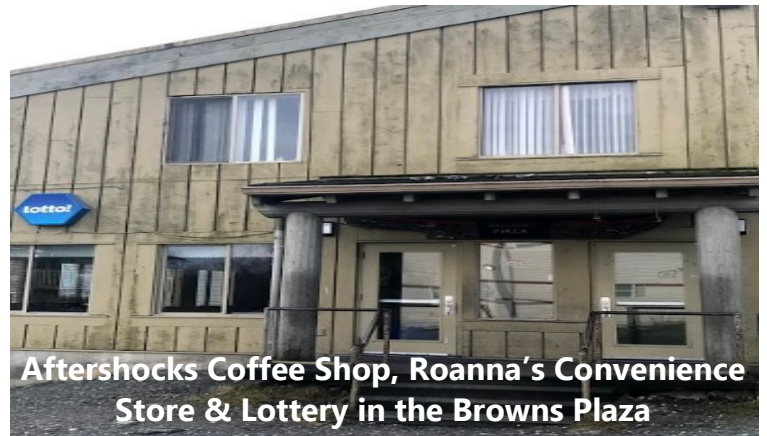
Distance from the Hospital 2.6 km to Airport; 3.3 km to McLoughlin Bay BC Ferries Terminal
Distance from the Government Dock: 4 km from Bella Bella to Shearwater on the Sea Bus route

Where we LIVE

Services Located in Bella Bella

The stores listed are about a 5 to 10 minute walk from the hospital and some services are located within other stores as noted.

- **Aftershocks Coffee Shop:** located in Brown's Plaza behind the Wáglísla Band Store
- **Banking:** ATM Machines located inside the Wáglísla Band Store and Roanna's Convenience Store
- **Brown's Mini Mart:** open daily; located at the north end of Wabalísla Street
- **Humchitt's Snack Shop:** open evenings when the "Open" sign is lit; located in the basement of a residence
- **Lama Pass Fuel Co. Ltd.:** open daily and afterhours service; fuel, diesel, and propane available; fueling station on the left just before the Government Dock and on the lower deck of the dock for vessels
- **Library:** hours vary; Koeye Library located on the right before heading down Government Dock
- **Library:** Vancouver Island Regional Library (VIRL) members are able to checkout books at no charge with free delivery at <https://virl.bc.ca/>
- **Liquor Store:** open daily; located adjacent to the Wáglísla Band Store
- **Post Office:** open Monday to Friday; located inside the Wáglísla Band Store
- **Roanna's Convenience Store & Lottery:** open daily; located in Brown's Plaza behind the Wáglísla Band Store
- **Starr Van Taxi Service:** open daily; cash only and receipts are available
- **Wáglísla Band Store Grocery & Bakery:** open daily; fresh produce and groceries are delivered to the store every Sunday and twice weekly in the summer months



Where we LIVE

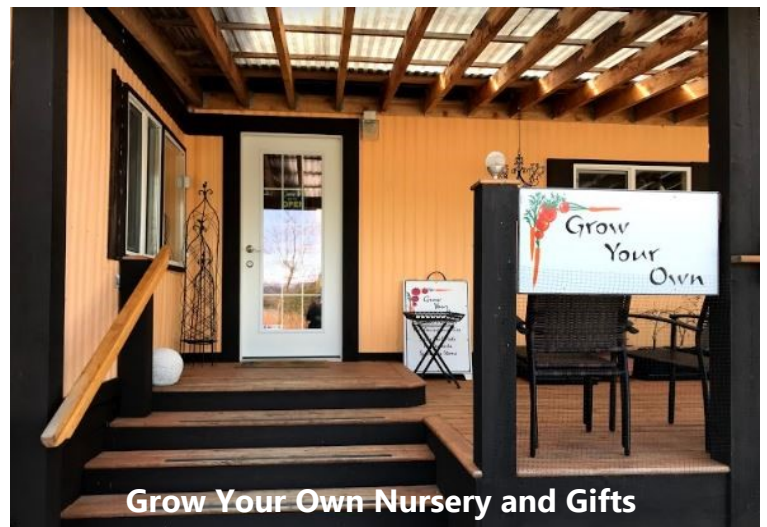
Services Located on Denny Island

Visit Denny Island by taking the *Shearwater Sea Bus* from Bella Bella-Government Dock to Denny Island-Shearwater Resort & Marina Dock. The stores listed are about a 1 to 10 minute walk from the dock and some services and stores are located within other stores as noted.

- **Banking:** ATM Machine located inside the Fisherman's Bar & Grill
- **Fisherman's Bar & Grill:** open daily; **Take-out Service** with delivery to Bella Bella is available by Sea Bus for \$5; Food must be picked up at the Sea Bus on the Government Dock
- **Fuel Dock:** open Tuesday to Saturday with afterhours service available
- **Gift Shop:** open daily; located inside the Shearwater Grocery Store
- **Grow Your Own (Nursery, Seeds, Gifts):** open Wednesday to Saturday; seasonal hours April to September
- **Hodgepodge Novelties & Coffee Shop:** open daily
- **Liquor Store:** open daily; located inside the Shearwater Grocery Store
- **Marine & Hardware Store:** open Monday to Saturday; located behind the Fisherman's Bar & Grill
- **Post Office:** open Monday to Saturday; located inside the Shearwater Grocery Store
- **Shearwater Grocery Store:** open daily
- **Shearwater Resort and Marina:** open daily with afterhours service; full service marina



Shearwater Grocery Store



Grow Your Own Nursery and Gifts



Shearwater Gift Shop



Inside Grocery Store

Where we WORK

Hospital Information

R.W. Large Memorial Hospital (RWL)

88 Waglisla Street, Bella Bella, BC V0T 1Z0

Phone: (250) 957-2314

Website: <http://www.vch.ca/locations-services/directory-sub-pages/r-w-large-memorial-hospital-residential-care-details>

The residents of the Bella Bella community and surrounding areas receive medical care and support through R.W. Large Hospital, Bella Bella Medical Clinic, Heiltsuk and Kitsoo Health Centres, BC Ambulance and occasionally the Canadian Coast Guard. Team-based, culturally sensitive and compassionate care are central to our approach to collaborating with the myriad of physicians, specialists and allied health providers.



Administration

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Administrative Assistant

Joann Hall, jo-ann.hall@vch.ca

Medical Director

Dr. Lauri-Ann Shearer
lauriann.shearer@vch.ca

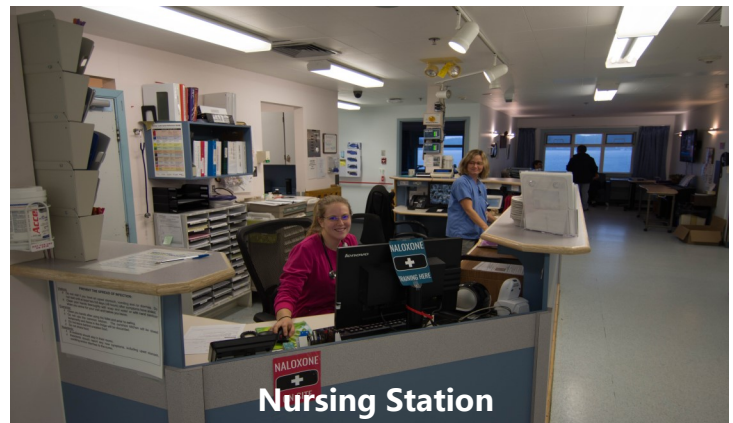
Dr. Lauri-Ann Shearer
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Hospital Services

The hospital has **five** acute care beds and **seven** residential care beds and runs a 24/7 Emergency Room. Vancouver Coastal Health operates both the R.W. Large Memorial Hospital and the Bella Bella Medical Clinic.



Our on-site health care providers include 4.5 family physicians that cover the R.W. Large Memorial Hospital and the Bella Bella Medical Clinic. The physicians also support the Kitsoo/Xai'Xais Nation in Klemtu with in-person visits, telehealth and phone support to the RNs at the Kitsoo Health Centre. The RWL Hospital is staffed by a mix of RNs, LPN's and PCA's. In-person visits to the community of Ocean Falls are also provided by a physician of the Bella Bella Medical Clinic.



Emergency Numbers

Ambulance: 1-800-461-9911

Fire: (250) 957-2345

Police RCMP: (250) 957-2388

BC Poison Control: 1-800-567-8911

Coast Guard: 1-800-567-5111

Coast Guard: Prince Rupert (250)-413-8933

Where we WORK

Hospital Medical Services

Laboratory

- Open Monday, Tuesday, Thursday, Friday 8:30 am to 12 pm and 1 to 5 pm and Wednesday 8:30 to 10 am and 1 to 5 pm (hours can vary based on staffing)
- 24 hour on-call technician
- Some tests are sent off-site; Tests listed on the RW Large Memorial Hospital Lab Requisition are processed in-house

Medical Imaging

- Open Monday, Tuesday, Thursday, Friday 8:30 am to 12 pm and 1 to 5 pm and Wednesday 8:30 to 10 am and 1 to 5 pm (hours can vary based on staffing)
- 24 hour on-call technician
- ECG, Holter, and X-ray
- Bedside Ultrasound Machine
- Visiting Ultrasound Clinics every 6 weeks

Mental Health and Substance Use—Also See Heiltsuk Health Centre — Mental Health and Substance Use

- Integrated Case Management (ICM) Team for Mental Health and Substance Use
 - Available Monday to Friday and may be available for urgent assistance after hours
- Stepping Stones Concurrent Disorder Program—Telehealth

Nursing

- Day Shift: 2 RNs, 1 LPN and 1 PCA to cover acute, residential care, emergency and outpatients
- Night Shift: 1 RN, 1 LPN and 1 PCA to cover acute, residential care, emergency and outpatients

Pharmacy

- Open Monday to Friday 9 am to 12 pm for the hospital and 1 to 5 pm for the hospital and public
- Provides services to the Klemtu Health Centre



Where we WORK

Bella Bella Medical Clinic

The **Bella Bella Medical Clinic** provides family practice services to residents by appointment and walk-in, when available. The clinic also coordinates and manages the following:

- **Out-of-Town Specialist and Diagnostic Referrals**
- **Visiting Specialist Program**
- **Telehealth Appointments**



Medical Clinic Staff

Out-of-Town Referrals (Specialist and Diagnostic Services)

Specialist and diagnostic testing (CT, MRIs Ultrasound, etc.) not readily available in the community are referred outside Bella Bella. While Vancouver is the primary hub, some clients may choose to go Vancouver Island or elsewhere.

Visiting Specialist Program

The Bella Bella Medical Clinic manages the **Visiting Specialist Program** that welcomes over 15 specialists attending approximately 1700 appointments per year. The Heiltsuk Health Centre partly supports this program. Some visiting specialists will have follow-up telehealth appointments with patients after the clinics. The visiting specialists include:

- ◆ Cardiology
- ◆ Endocrinology
- ◆ ENT Adults and Pediatric
- ◆ Gastroenterology/General Surgery
- ◆ Geriatrics
- ◆ Nephrology
- ◆ Ob-Gyn
- ◆ Occupational Therapy
- ◆ Ophthalmology
- ◆ Orthopedics
- ◆ Pediatrics
- ◆ Plastic Surgery
- ◆ Psychiatry
- ◆ Psychology, Stepping Stones Concurrent Disorders Service
- ◆ Rheumatology
- ◆ Ultrasound

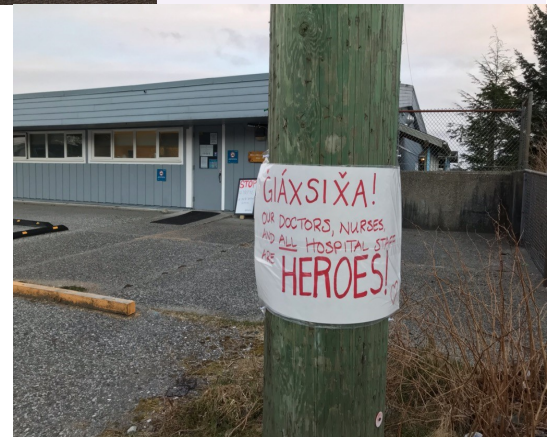


Bella Bella Medical Clinic

Waiting Area

&

Clinic Entrance Door at the front of the Hospital



Where we WORK

Heiltsuk Health Centre

Hailika'as Heiltsuk Health Centre Society

Open Monday to Friday from 830 am to 430 pm

Phone: (250) 957-2308 Fax: (250) 957-2311

Web: www.heiltsukhealth.com

PO Box 819, 212 Wabalisa Street, Bella Bella, BC V0T 1Z0



The Hailika'as Heiltsuk Health Centre Society (HHHCS), commonly referred to as the "Health Centre" in Bella Bella, provides health and wellness programs, home support, and visiting specialist and therapist services. The Dental Clinic, Elders Building (Ninuagailas), Fitness Centre, Sasum House, and Youth Centre are part of the HHHCS which is governed by a Board of Directors. The Hailika'as Heiltsuk Health Centre Society received accreditation in 2009.

The Health Centre provides these services and more under the following program areas: Community Wellness Program, Healthy Families Program, Home & Community Care Program, and Patient Transportation Program:

Community Health/Public Nurse

- ◆ Community Health Nurse/Immunizations
- ◆ Communicable Disease

Community Wellness Program

- ◆ Fitness Centre open to the public weekdays 8 am to 9 pm; closed 12 to 1 pm; times may vary
- ◆ Child/Youth Program Coordinator
- ◆ Promoting physical fitness and nutritional wellness
- ◆ Youth Programs (after-school activities, cultural and recreation trips, sports)
- ◆ Sasum House Program (Aboriginal Head Start)

Dental Program

- ◆ Located upstairs in the Health Centre
- ◆ Dental Program Manager
- ◆ Dentist, part-time
- ◆ Visiting Denturist
- ◆ Visiting Dental Hygienist

Home & Community Care (HCC) Program

- ◆ Open M-F located at the Ninuagailas (Elder's Building)
- ◆ HCC Program Manager and HCC RN
- ◆ Bathing program, meals on wheels, activities and home support
- ◆ Foot care, wound care, home visits by RN
- ◆ Medication assistance available on weekends only
- ◆ Refer with the Health Care Referral Form

Maternal Child Health H'nisu

- ◆ Maternal Child Health H'nisu Community Health Nurse
- ◆ Well Baby Visits
- ◆ Breastfeeding support
- ◆ Group programs and 1:1 support
- ◆ 3 Maternal Child Health Workers with various training specialities

Mental Health and Substance Use

- ◆ Two full-time counsellors
- ◆ Art Therapist
- ◆ Counsellors to support mental health and substance use
- ◆ **Also See Hospital Medical Services — Mental Health and Substance Use**

Patient Transportation Program (Patient Travel)

- ◆ The Patient Transportation Program assists Heiltsuk patients, and escorts if required, with out-of-town travel and accommodations for specialists and diagnostics appointments

Wellness/Chronic Disease Nurse

- ◆ RN works with patients and addresses diabetes and other chronic issues
- ◆ Services 1:1 and group visits and cooking classes
- ◆ Dietician works with RN and patients for wellness
- ◆ Refer with the Health Care Referral Form, also accepts self-referrals

Where we PLAY

Things To Do On The Central Coast

Kayaking, fishing, boating, whale watching, walking, hiking, biking, beachcombing is all at your fingertips!

Don't forget your camera!

Community Fitness Centers

The Bella Bella Community Center includes a Gymnasium for basketball and volleyball, a Fitness Center equipped with weights and aerobic equipment, outdoor soccer pitch, and basketball courts. The Fitness Center is generally open Monday to Fridays.

On Denny Island, the Shearwater Fitness Center has various fitness equipment and is open 24/7 for locals and hotel guests. Visitors and other guests pay a \$5 drop-in fee.



Fishing

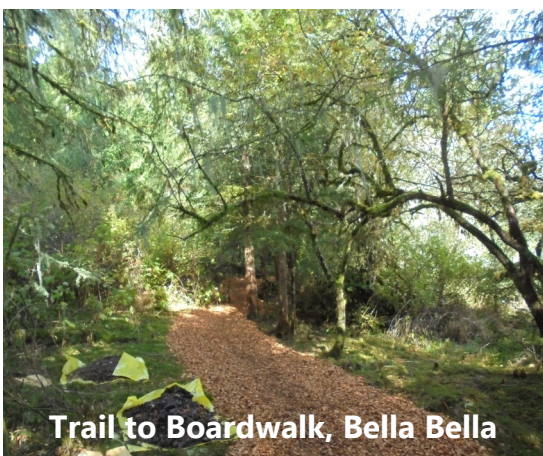
The fishing is excellent in and around Bella Bella and local chartered services offer boats and guided tours.

A Tidal Water Sport Fishing License is required. Visit <https://www.pac.dfo-mpo.gc.ca/fm-gp/rec/licence-permis/application-eng.html>



Kayaking

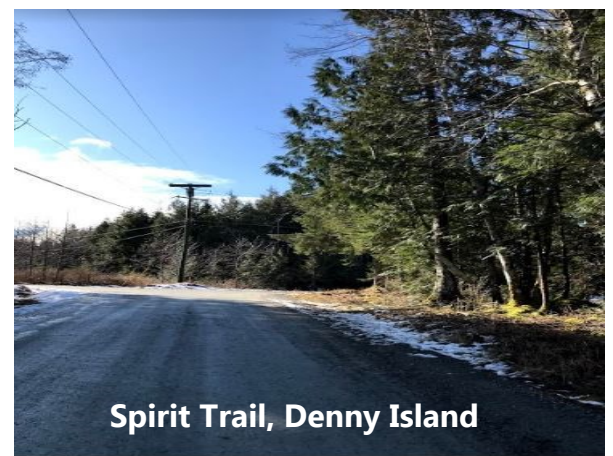
Kayaks are available at the front of the hospital for staff to borrow at no charge. Staff need to check in with the Nursing Station prior to leaving. Paddles and life jackets are stored in the basement of the hospital. Prior to using kayaks, please complete the waiver (see clipboard in the basement). Upon return, please return items back to their locations and check in with the Nursing Station staff.



Trail to Boardwalk, Bella Bella

Hiking and Walking Trails

There are hiking and walking trails around Bella Bella and on Denny Island. The map on the next page shows the location to many of the trails available for your outdoor activities in addition to the many seaside locations.



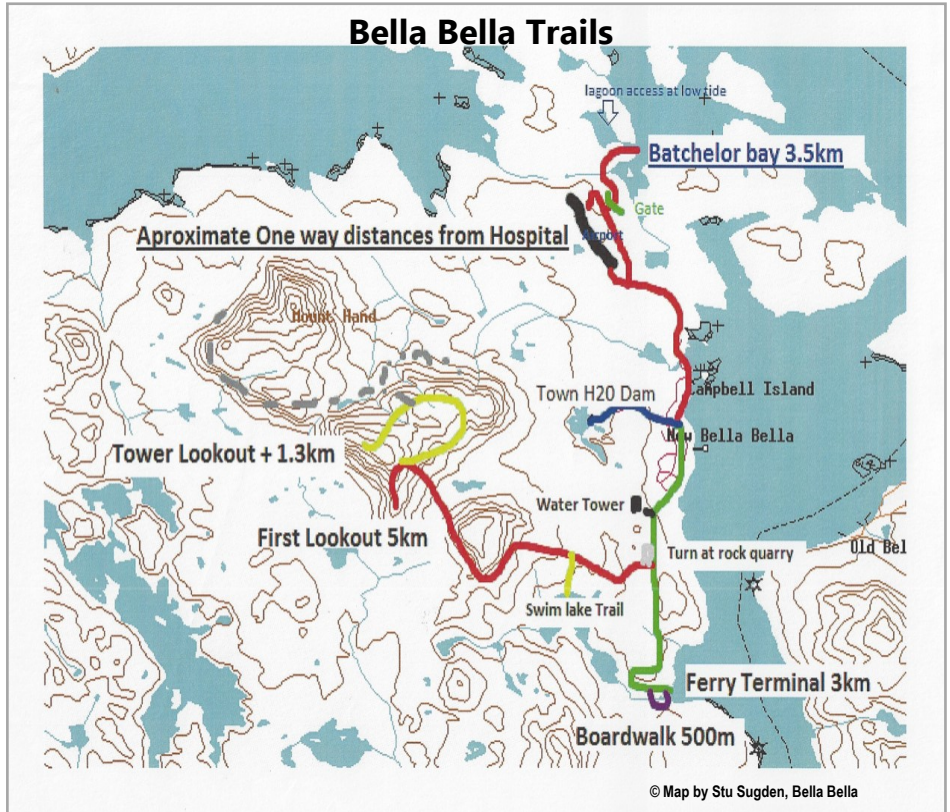
Spirit Trail, Denny Island

Things To Do On The Central Coast

Hiking and Walking Trail Maps

Bella Bella and Denny Island walking and hiking trails range approximately 1 to 6.3 km one way from the hospital to these destinations:

- Batchelor Bay 3.5 km
- Town Dam 1 km
- Tower Lookout 6.3 km
- First Lookout 5 km
- Fish Hatchery 3 km
- Old Towns/Ferry Terminal 3 km
- Mountain Road Turnoff 1.4 km & Turnoff to Mountain Top 3.4 km



Denny Island: Denny Island has a couple of nice trails that are a bit of a hike from the Sea Bus dock. If you are heading up the Eddie Lake Trail, stop by the Shearwater Grocery Store where you can pick up keys and life jackets, at no charge, for the canoe stored at Eddie Lake.



Where we PLAY

Things To Do On The Central Coast

Restaurants and Bars

The Fisherman's Bar and Grill is located at Shearwater Resort on Denny Island. The interior provides a family restaurant and pub with pool tables. Relax on the outside deck overlooking the water and take in the spectacular views. The pub also hosts live music, karaoke and special events throughout the year. Take-out is available with a \$5 fee for Sea Bus delivery to the Bella Bella Government Dock.



In Bella Bella, visit Humchitt's Snack Shop on Koeye Street or Marg's Bar (Blue Trailer) open on weekends on South Wabalisa Street. Locals frequently post homemade food and wares on local Facebook pages or set up pop-up shops around town. The grocery store sometimes sells fresh, locally made sandwiches or sushi. Aftershocks Coffee Shop is located across from the Band Store and may have fresh sandwiches and treats daily.

Shopping, Arts and Crafts

There are many budding and well-known local artists in Bella Bella. Many of their items are available for purchase from the artist's home and local stores (Band Store, Shearwater Grocery Store, Hodgepodge Novelty & Gifts and Grow Your Own Nursery).



Tours

The Great Bear Rainforest is comprised of islands, coastal and mainland communities that are well worth visiting. In addition to fishing, eco-tourism is rapidly expanding on the Central Coast.

Visit the near-ghost town of Ocean Falls, view ancient hieroglyphics, visit the hot springs, hike to inland lakes and view whales and wildlife.



The Spirt Bear Lodge offers very popular and unique Spirit (White Kermode) Bear Hikes and all-inclusive packages from Klemtu.

Several local guides also provide tours and guided fishing and some providers are listed here <https://www.bellaguestcabins.com/activities-links.html> You will find others by asking around for local recommendations.



With so much to see and discover, tours and chartered services by water and air are available for travelling to many of the surrounding areas.

Where we LEARN

Information and Community Resources

- **First Nations Health Authority:** The BC First Nations Health Authority (FNHA) is the first province-wide, Indigenous health authority of its kind in Canada. The FNHA works to reform the way health care is delivered to BC First Nations through direct services and collaboration with provincial partners. The FNHA is governed by and services BC individuals and communities. Visit <https://www.fnha.ca/>
- **Heiltsuk Cultural Education Centre:** The Heiltsuk Cultural Education Centre is a program under the Heiltsuk Tribal Council that documents and records: oral history of the Heiltsuk Nation, archaeological records and artifacts, genealogy, traditional and cultural practices of the Hailhzaqv. Visit <http://hcec.ca/>
- **Heiltsuk Dictionary On-line:** Learn to speak the Heiltsuk language like **Yáú** (hello), **Ǵiáxsiǵa** (thank you), **Wŋíxsiǵa** (goodbye) using the on-line Heiltsuk Dictionary. In addition to the dictionary, other resources, like books, flashcards, fun and easy learning tools, sample audio tracks to guide pronunciation, and more are available to assist in learning and speaking the Heiltsuk language. Visit <https://heiltsuk.arts.ubc.ca/dictionary/>
- **Heiltsuk Nation:** The Heiltsuk Nation is a First Nations government in the Central Coast region of BC centred on Campbell Island in the community of Bella Bella, BC. Heiltsuk territories include numerous inlets, islands, peninsulas, mountains and valleys. Visit <https://www.heiltsuknation.ca/>
- **Qqs Projects Society:** Supporting Youth, Culture, and Environment. Visit <https://www.qqsprojects.org/projects/>
- **San'yas Indigenous Cultural Safety Training is delivered by the Provincial Health Services Authority (PHSA).** This online program is guided by an Indigenous facilitator. It generally takes about 6-8 hours over several weeks to complete the training. "Cultural safety is about fostering a climate where the unique history of Indigenous peoples is recognized and respected in order to provide appropriate care and services in an equitable and safe way, without discrimination." Fees are often covered by Vancouver Coastal Health and all practitioners are encouraged to take this training. Visit <http://www.sanyas.ca/>
- **Vancouver Coastal Health:** Vancouver Coastal Health provides health care services through a network of hospitals, primary care clinics, community health centres and residential care homes. Search our health care services in Vancouver, Richmond, North and West Vancouver and along the Sea-to-Sky Highway, Sunshine Coast and BC's Central Coast. Visit <http://www.vch.ca/>
- **YouTube and Wikipedia:** A google search will unveil several recent videos (Big House opening in 2019) and updated information about the Heiltsuk and Kitasoo/Xai'Xais communities, Ocean Falls and Denny Island (former Air Force Base).



Who to CONTACT

General Inquiries

For further clarification or general inquiries, please contact:

Vancouver Coastal Health

- **Information of the R.W. Large Memorial Hospital**
http://www.vch.ca/locations-services/result?res_id=141
- **IT Services, Vancouver**
Phone: 1-888-875-4334
- **Recruitment/Human Resources**
<https://careers.vch.ca/>
- **Virtual Tour of R.W. Large Memorial Hospital in Bella Bella**
<https://www.youtube.com/watch?v=xbTAFcMEu0&feature=youtu.be>

R.W. Large Memorial Hospital

Program Manager, Dawn Wilson, dawn.wilson@vch.ca

Medical Director, Dr. Lauri-Ann Shearer, lauriann.shearer@vch.ca

Patient Care Coordinator, Denise Ross, denise.ross@vch.ca

This document has been made possible by a contribution from the Joint Standing Committee (JSC) on Rural Issues and the Rural and Remote Divisions of Family Practice.

Please provide any suggestions, editing or improvements of this document to Rhonda Orobko by email at rorobko@divisions.bc.ca