

UPDATE: Sept 26 2024
2024-2025 PCH Respiratory Season Checklist

Document will be updated as additional information becomes available. Ensure you are using the most up to date version by referencing the WRHA online resources

Action	Target Completion Date	Assigned to (Role)	Date Completed
Staff review Regional IP&C Respiratory Virus toolkit and Infection Prevention and Control and Outbreak Management in the WRHA	Pending	All Staff	
Ensure signed PCH medication standing orders (June 2024 version) in place for each resident which includes orders for influenza vaccine, pneumococcal vaccine, oseltamivir prophylaxis, and anaphylaxis	By Aug 31	Physician(s)	
Order vaccines, dates and process specified by Manitoba Health. Registration by identified date	Registration completed	Site determined	
Order/Print annual Manitoba Health influenza and pneumococcal vaccine materials: <ul style="list-style-type: none"> • Fact sheets (links separately below) and Questions & Answers • Eligibility (Influenza and High-Dose, Pneumococcal) 	Updated Sept/24	Site determined	
Review annual Manitoba Health influenza and pneumococcal vaccine materials : <ul style="list-style-type: none"> – Fact sheets: influenza, pneumococcal, and high-dose influenza – Eligibility (Influenza and High-Dose, Pneumococcal) – Vaccine monographs: influenza and pneumococcal – Adverse Effects Following Immunization 	Updated Sept/24	All clinical staff	
Identify total number eligible residents (and staff as relevant) for influenza and pneumococcal vaccination	Aug 31	Manager/designate	
Request serum creatinine in August per the PCH Medication Standing Orders, unless done in the previous 3 months (check resident health record and eChart)	Aug 31	Manager/designate	
Obtain INFORMED consent (informed by current fact sheets): Influenza & pneumococcal Letter size Legal size (pending update link for RSV)	Oct 1	Nursing	
Populate the 2024-2025 Antiviral spreadsheet and relevant team members have access to it; ensure adequate stat box supply (recommend minimum of 5 caps of each 30 mg and 75 mg); reorder from Pharmacy as needed	Updated Aug/24	Manager/designate	
Ensure anaphylaxis kit is available in each medication room with 3 ampoules of epinephrine within the expiry date; reorder from Pharmacy as required. Provide refresher education for nurses on management of anaphylaxis	Sep 15	Nursing Manager/designate	
Ensure adequate amount of Universal (Viral) Transport media (UTM) and Flocked swabs (NP swabs); check expiry dates. Reorder from Cadham Lab as needed	Ongoing	Manager/designate	
Ensure adequate supplies of PPE	Ongoing	Manager/designate	
Administer influenza and pneumococcal vaccines to residents as soon as possible	October 31 st ; ongoing	Nursing	
Document vaccine administration (clinical documentation in resident's health record and documentation on consent form)	With each administration	Nursing	
Prepare and send vaccine information for PHIMS Immunization input. Include the 'PCH Vaccine Clinic Tracking Tool' Sept 2024 with each fax submission Sept-Feb: <ul style="list-style-type: none"> • Initial blitz of immunizations: send copy of resident consent forms at the end of each vaccine clinic day, via secure courier, to WRHA Public Health Attention: PH Influenza Clerk CD Unit, 490 Hargrave Street, 2nd floor Winnipeg, MB R3A 0X7 • Individual doses administered after initial vaccination blitz: fax consent form to Population & Public Health at end of day to (204)940-2690 March – Aug: <ul style="list-style-type: none"> • Courier/fax copy of resident consent form to local Public Health Office 	Ongoing	IP&C/designate	
Assess influenza, and pneumococcal immunization status using Public Health immunization record, PHIMS, or eChart for all new resident admissions and administer any required vaccinations	Ongoing		
Submit invoice form for Influenza & Pneumococcal Immunization Funding and Reimbursement to WRHA Population & Public Health	Pending update	IP&C/designate	
Return unused vaccine at end of season per Vaccine Return Policy & Procedure	As directed	Manager/designate	
Manage cases and outbreaks in accordance with Manitoba Health Seasonal Influenza Protocol , Influenza Outbreak Quick Reference Guide and Shared Health Outbreak Management	Ongoing	Nursing/Medical/IP&C	