

## Infection Prevention and Control Manual Document Development, Review & Stakeholders' Consultation Record Document Development Review Stakeholders

| Step  | Timelines  | Responses Received: From, When, What | Date Approved | Additional Comments   |
|---|--|--------------------------------------|---------------|---|
| 1. Document writing by IP&C Manual Working Group (WG) member/designate<br>Document Writer(s)/Champion(s):   | New document: 6 months<br>Document revision: 3 months<br>Revision-specific information here: |                                      |               | Purpose of new document/revision:<br><br>Intended audience: Front line staff/Educators/Managers/Person in care/visitors/ICPs/ designates/other (specify):   |
| 2. Review and approval from IP&C Manual WG (MWG)  | Upon receipt from writer or at MWG meeting   |                                      |               | Minor revisions may be approved via email or at meeting. Significant revisions or those requiring review before approval are made after meeting; new draft approved at next meeting.  |
| 3. Review by Hospital IP&C WG, LTC IP&C Committee, and Community IP&C Committee   | 2 weeks  |                                      |               | Include members on vacation for > 1 week of this review in the Step 4 review.   |
| 4. Review by<br>a. IP&C Regional Committee<br>b. Nursing Leadership Council<br>c. Allied Health Leadership Council<br>d. WRHA Educator Council<br>e. LTC Program Team<br>f. PCH Directors of Care Council<br>g. Community Health Services Leadership Team<br>h. Change Leads and Professional Leads<br>i. Other applicable stakeholders<br>(insert here from lists on following page)<br>j. | 4 weeks  |                                      |               | IP&C Regional Committee review excludes the HWG members in step 3.<br><br>Request feedback from stakeholders they represent.<br><br>Provide rationale for not incorporating any major or controversial suggestions received.<br><br>Hospital IP&C Working Group, LTC ICPs, and Community IP&C Committee have 2 <sup>nd</sup> review <u>only if</u> significant IP&C Regional Committee feedback accepted.<br><br>Include Major Revisions Table with review request. |
| 5. Electronic approval from<br>a. Hospital WG<br>b. IP&C Regional Committee<br>c. LTC IP&C Committee<br>d. Community IP&C Committee   | 2 weeks  |                                      |               | Concerns about changes made since last reviewed are rationale for "no" vote. Concerns about material provided but not commented on during review process are NOT rationale for "no" vote.<br>Include revisions summary table (below) with review request.   |
| 6. Approval from IP&C Program Team (PT)   | Next PT monthly meeting  |                                      |               | Approved can be via email to expedite if necessary.   |
| 7. Placement into IP&C Manual   | Once finalized   |                                      |               |   |

*\*Comments may not be accepted after the deadline, including at the meeting where approval is being sought. Consider repeating completed steps if major changes are made.*



| <b>REGIONAL IP&amp;C COMMITTEE MEMBERS (+Also Hospital Working Group members)</b> |  |
|---|--|
| Cancer Care Manitoba, Infection Control Services                                  | WRHA Housekeeping Working Group Chair                              |
| *IP&C, Child Health   | *WRHA IP&C Program Medical Director                                |
| Churchill Health Centre   | *WRHA IP&C Program Director  |
| Clinical Microbiology – Shared Health   | *WRHA IP&C Program Epidemiologist                                  |
| *IP&C, Community Health Services  | *WRHA IP&C Program IP&C Specialist                                 |
| *IP&C, Concordia Hospital   | *WRHA IP&C TB ICP  |
| *IP&C, Deer Lodge Centre  | *WRHA IP&C, LTC  |
| *IP&C, Grace Hospital   | WRHA Occupational and Environmental Safety & Health                |
| *IP&C, Health Sciences Centre   | WRHA Quality Improvement and Patient Safety Program                |
| *IP&C, Misericordia Health Centre   | WRHA Regional Medical Device Reprocessing                          |
| Nursing Leadership Council  | Shared Health – Clinical Microbiology, Technical Director (ad hoc) |
| *IP&C, Riverview Health Centre  | *IP&C, Physician Directors (ad hoc)                                |
| *IP&C, Seven Oaks General Hospital  | Capital Planning Program (ad hoc)                                  |
| WRHA Surgery Program  | Facility Management Program (ad hoc)                               |
| *IP&C, St. Boniface Hospital  | WRHA Laundry Services (ad hoc)                                     |
| *IP&C, Victoria Hospital  | WRHA Senior Management (ad hoc)                                    |
| WRHA Emergency Program  | WRHA Medical Officer of Health (ad hoc)                            |

| <b>CLINICAL PROGRAMS</b>                  |                          |
|---|--------------------------|
| Program Team Cardiac Sciences             | Program Team Oncology    |
| Program Team Child Health                 | Ophthalmology            |
| Community Health Services Leadership Team | Program Team Oral Health |
| Program Team Manitoba Renal Program       |                          |

| <b>SUPPORT SERVICES</b>                   |  |
|---|--|
| Clinical Engineering                      | Program Team OESH                          |
| Digital Health                            | Quality Improvement & Patient Safety WRHA  |
| Health Information Services               | Diagnostic Services (SH)                   |
| Housekeeping Services Working Group       | Regional Director, Facilities Management   |
| Legal Services                            | Regional Manager, French Language Services |
| Indigenous Health Services (SH)           | Manager Client Relations and Engagement    |
| Change Lead Community                     | Chronic Disease Collaborative (SH)         |
| Change Lead Continuing Care               | Volunteer Services Manager                 |
| Chief Nutrition and Food Services Officer | Medical Device Reprocessing                |
| Change Lead Emergency and Critical Care   | Emergency and Continuity Management (SH)   |



|   |   |
|---|---|
| Change Lead Medicine, Family Medicine, and Rehabilitation | Professional Lead Nursing                 |
| Change Lead Surgery and Anaesthesia                       | Professional Lead Physiotherapy           |
| Professional Lead Occupational Therapy                    | Professional Lead Speech Language Therapy |
| Professional Lead Respiratory Therapy                     | Professional Lead Social Work             |
| Professional Lead Spiritual Health                        | Regional Ethics Lead                      |
| Regional Medical Speciality Leads                         | WRHA Site Policy Representatives          |
| Provincial Director Supply Chain                          |   |

**COMMITTEES/GROUPS**

|                                  |  |
|----------------------------------|--|
| Financial Leadership Council     | Human Resources Council                |
| Chief Medical Officers           | Nursing Leadership Council WRHA        |
| Allied Health Leadership Council | LTC Medical Directors                  |
| Professional Advisory Committee  | WRHA Educator Council                  |
| Medical Advisory Council         | WRHA Executive Council                 |
| ED/UC Joint Council              | Patient and Family Advisory Committees |

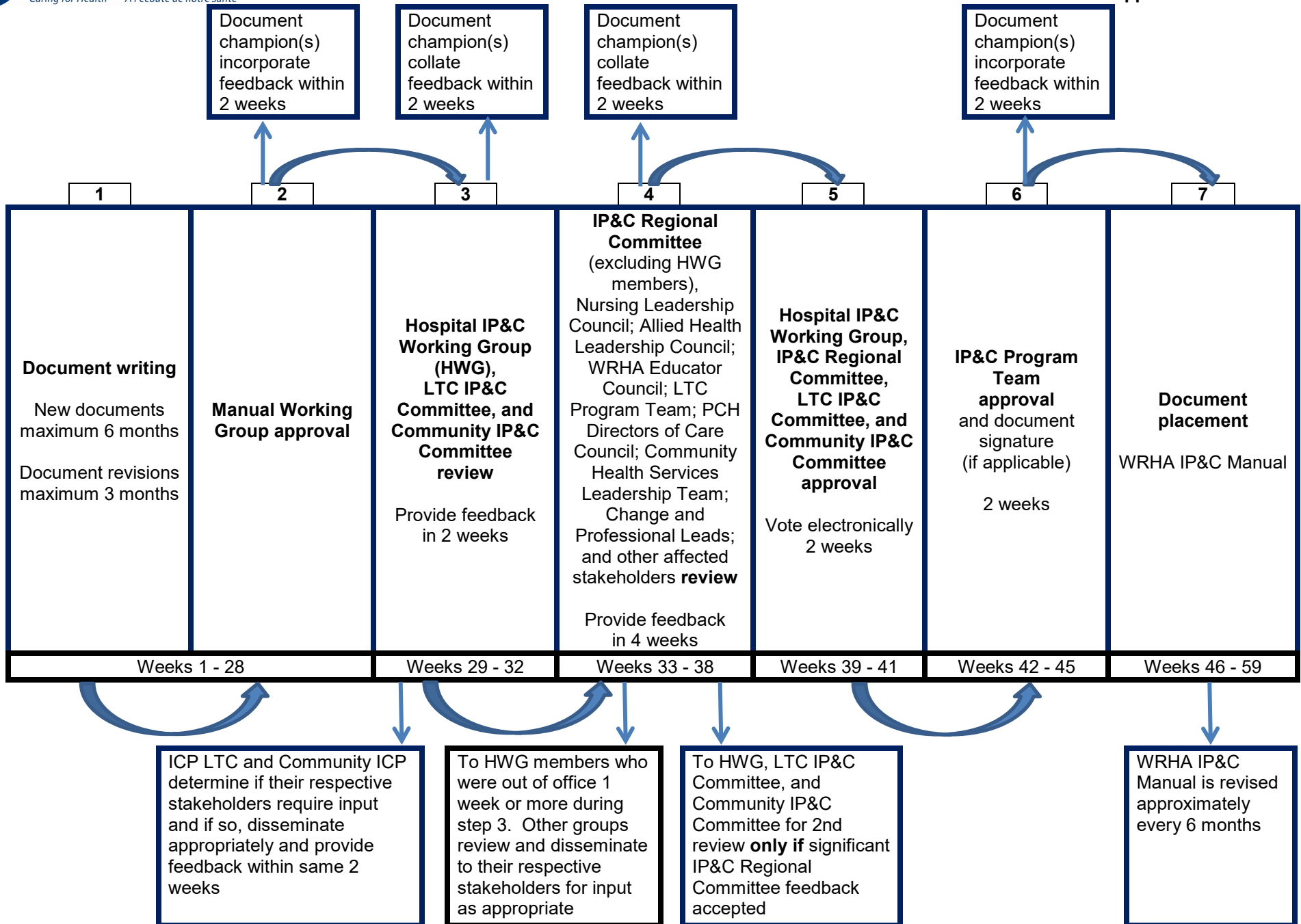
**WRHA LTC PROGRAM CONTACTS**

|                               |                           |
|-------------------------------|---------------------------|
| Long Term Care IP&C Committee | Directors of Care Council |
| Continuing Care Program Team  | LTC Leadership Council    |

**COMMUNITY ICP CONTACTS**

|  |               |
|--|---------------|
| Community Staff & Clinical Education Manager | Healthy Aging |
| Community Care Leadership Council            | Midwifery     |
| Crisis Response Centre (SH)                  | Primary Care  |
| External funded agencies (e.g., Klinec)      | Pan Am        |
| Community IP&C Committee                     |               |

| <b>Current Document</b>                        | <b>Revised Document</b>       |
|--|-------------------------------|
| Indicate current practice that will be changed | Indicate all practice changes |
| Indicate current guidance on that information  | Indicate all major changes    |



Excerpt from WRHA Corporate POLICY STAKEHOLDER CONSULTATION FORM:

**Recommended Year for the Compliance Review:**  
*All WRHA Policies must be reviewed within a one to five year timeframe.*  
 See **GUIDELINES** below for determining an appropriate review date.

**Risk Management Risk Response Map**

| LIKELIHOOD     | IMPACT        |               |               |               |               |
|----------------|---------------|---------------|---------------|---------------|---------------|
|                | Insignificant | Minor         | Moderate      | Major         | Extreme       |
| Almost Certain | Moderate Risk | Moderate Risk | High Risk     | Critical Risk | Critical Risk |
| Likely         | Low Risk      | Moderate Risk | High Risk     | Critical Risk | Critical Risk |
| Possible       | Low Risk      | Moderate Risk | Moderate Risk | High Risk     | High Risk     |
| Unlikely       | Low Risk      | Low Risk      | Moderate Risk | Moderate Risk | High Risk     |
| Rare           | Low Risk      | Low Risk      | Low Risk      | Moderate Risk | Moderate Risk |

**GUIDELINES** for determining an appropriate review date:

| Risk Level    | Policy should be reviewed in: |
|---------------|-------------------------------|
| Critical Risk | 1 year                        |
| High Risk     | 2 years                       |
| Moderate Risk | 3 years                       |
| Low Risk      | 4-5 years                     |