

**UPDATES Oct 5 2023**

## 2023-2024 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 2023 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	Ongoing	Site determined	
Order/Print annual influenza and pneumococcal vaccine materials published by Manitoba Health: <ul style="list-style-type: none"> <li>Fact sheets and Questions &amp; Answers</li> <li>Eligibility (Influenza and High-Dose, Pneumococcal)</li> </ul>	September	Site determined	
Review annual influenza and pneumococcal vaccine materials published by Manitoba Health: <ul style="list-style-type: none"> <li>Fact sheets; Influenza, Pneumococcal and High-dose influenza</li> <li>Eligibility (Influenza and High-Dose, Pneumococcal)</li> <li>Vaccine monographs; Influenza and pneumococcal (Pending)</li> <li>Adverse Effects Following Immunization</li> </ul>	September	All clinical staff	
Identify total # 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 <a href="#">Letter size</a>   <a href="#">Legal size</a>	Oct 1	Nursing	
Ensure nursing team prepared to administer oseltamivir should it be prescribed (pending): populate the <a href="#">2023-2024 oseltamivir dose calculation spreadsheet</a> 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	Sep 15	Manager/ designate	
Ensure nursing team prepared for anaphylaxis management: 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 viral transport media and NP swabs; check expiry dates; reorder from <a href="#">Cadham Lab</a> as needed	Ongoing	Manager/ designate	
Ensure adequate supplies of PPE	Ongoing	Manager/ designate	
Administer influenza, pneumococcal vaccines to residents as soon as possible	October 31 <sup>st</sup> , and ongoing for new admissions	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 <ul style="list-style-type: none"> <li>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</li> <li>Individual doses administered after initial vaccination blitz: fax consent form to Population &amp; Public Health at end of day to (204) 940-2690</li> </ul>	Ongoing	IP&C/ designate	
Assess influenza, and pneumococcal immunization status using <a href="#">Public Health immunization record</a> , PHIMS, or eChart for all new resident admissions and administer any required vaccinations	Ongoing		
Submit invoice form for <a href="#">Influenza &amp; Pneumococcal Immunization Funding and Reimbursement</a> to WRHA Population & Public Health by Dec 31	Due by Dec 31	IP&C/ designate	
Return unused vaccine at end of season per Manitoba Health direction	Upon direction from MB Health/PH	Manager/ designate	
Manage cases and outbreaks in accordance with <a href="#">Manitoba Health Seasonal Influenza Protocol</a> , <a href="#">Influenza Outbreak Quick Reference Guide</a> and <a href="#">Shared Health Outbreak Management</a>	Ongoing	Nursing/ Medical/ IP&C	