

**WINNIPEG REGIONAL HEALTH AUTHORITY
REGIONAL IMMUNIZATION PROGRAM COMMITTEE
TERMS OF REFERENCE**

SCOPE

A collaborative cross program forum to provide regional input into the development of immunization processes that will support consistent immunization practices across the Winnipeg Regional Health Authority.

PURPOSE

1. To develop and maintain a regional immunization manual based on best practice literature to support consistent immunization practices and services within the various WRHA programs and sites.
2. To develop orientation and training resources to support the development of immunization competencies for all providers.
3. To plan the annual regional influenza immunization campaign to include:
 - Public and outreach clinics
 - Occupational health clinics
 - Inpatients /residents
 - Liasing /linking with the primary care
4. To provide a forum to disseminate updates to the current immunization programs and recommendations for new publicly funded vaccines.
5. To provide a forum to facilitate the maintenance of the WRHA Pandemic Plan Immunization Chapter.
6. To provide a mechanism to communicate with all WRHA programs, sites and immunization providers.

MEMBERSHIP

REPRESENTATIVE

Kristin Hastie
Bunmi Fatoye
Kevin Mozden
Molly Blake
Krista Maxwell

PROGRAM

PPH Immunization Manager (co-chair)
PPH Medical Officer of Health (co-chair)
Primary Care
Program Director Infection Prevention and Control
Infection Prevention and Control (alternate)

Shaun Haas	Program Director Occupational Health
Bernice Irvine	Manager Occupational Health
Corinne Adams	Communicable Disease Coordinator
Tim Bertram	Pharmacy
Monique Liarakos	Manager IP&C- LTC
Christine Krauthaker	Home Care
Vacant	Women's Health
Karen Douglas	Children's Clinic
Alexandra Henteleff	Panorama Project Team
Carmen Hemmersbach	Community Area Director
Jennifer Jularbal	Communications
Suzie Matenchuk	Manager - Volunteer Services
Cheryl Rutherford	Manager - Facility and Support Services

REPORTING STRUCTURE

The working group will be co- chaired by the medical officer of health and the manager, PPH Communicable Disease and Immunization Program. The committee will report to senior management via the vice president of Community Health Services and vice-president of PPH and Aboriginal Services

MEMBER RESPONSIBILITIES

Individual members are responsible to consult, inform and (if required) seek approval from their respective programs.

FREQUENCY OF MEETINGS

Quarterly meetings, each 1.5 hours in duration. Changes in the meeting schedule will be at the call of the co-chairs.

Pre and post meeting e-mail communication will take place to facilitate timely completion of specific tasks. Sub-committees may be required to work on specific project(s). This will keep the number of the larger committee meetings to a minimum and support the completion of the project(s) as per the established timeline.

MINUTES AND DOCUMENTS

The manager of the Communicable Disease and Immunization Program, with support from the Population and Public Health Communicable Disease and Immunization Program will be responsible for all meeting agendas, minutes and documents for the committee.

Approved December 31, 2010
Updated March 30, 2016

