



Winnipeg Regional  
Health Authority    Office régional de la  
santé de Winnipeg

WINNIPEG REGIONAL HEALTH AUTHORITY

# WRHA Weekend Services

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## Communicable Disease and Immunization Procedure Manual

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## Introduction

Communicable disease referrals may require follow-up on the weekends. In consultation with the Medical Officer of Health a decision may be made that the reportable communicable disease requires a timely public health response to prevent further transmission and risk to the public. Certain CDs require weekend/statutory holiday follow-up. These may include but are not limited to:

1. Enteric infections for assessment of occupational risk of transmission i.e. food handler or health care worker
2. Implementation of time sensitive prophylactic protection i.e. hepatitis A, rabies or Meningococcal outbreak management
  - A case of Invasive Meningococcal Disease requires urgent follow-up. Two (2) public health nurses should be assigned to a case of Invasive Meningococcal Disease with a lead Public Health Nurse to coordinate the case
3. Community area PHN has been unable to contact a client and risk was identified if Public Health Nursing services were deferred to the next regular workday

The referrals can occur in two (2) ways:

1. A communicable disease referral transferred to Weekend Services that requires ongoing follow-up.
2. A communicable disease that is referred to Weekend Services via the Medical Officer of Health on-call.

## Communicable Disease Referrals for Weekend Services

### Communication with CD Coordinators:

- Communicable Diseases that are transferred to the weekend for completion of the investigation should be done in consultation with the CD Coordinator and sent to PHN#1 for distribution.
- For CD Investigations that require post-exposure immunoprophylaxis arrangements should be made prior to the weekend by the PHN or CD Coordinator. Client to attend between 11:00-11:30(“Request by PHN#1 team”). Allows for prep time for PHN.
- PHN to complete Public Health variance form and fax to Weekend Services fax #.
- PHN to refer via IPHIS to PHN #1.
- PHN to leave voice mail message on PHN #1 cell phone.
- Assigned PHN to proceed with CD investigation as per CD protocol. Consult with MOH-on-call as necessary; documentation to occur in iPHIS.
- At the end of the Weekend/Stat work day, the PHN who has worked with a communicable disease follow-up is to leave a message on the CD Unit Admin phone line 204-940-2081 regarding the communicable disease referral that was received during the weekend or stat holiday. The message is to specify information about the type of the communicable disease and the community area(s) in which the communicable disease follow-up will continue.

### Communicable Disease Referrals received through MOH on-call

- After hours MOH will contact public health weekend services via Team Manager-on-call (TMOC) if CD referral requires urgent follow-up.
- TMOC to contact PHN #1.
- PHN #1 to assign the follow-up to another PHN.
- Weekend Administrative Secretary to enter CD referral into IPHIS as per the administrative procedure.

### Resources

Manitoba Health Communicable Disease Protocols:

1. Public Health Nurses are to access the web-based communicable disease protocols for current information about Communicable Disease Management at the following address: <http://www.gov.mb.ca/health/publichealth/cdc/protocol/index.html>
2. Questionnaires and Operational Guidelines have been developed as tools to guide PHN interviews for some of the communicable diseases requiring specific and detailed information. These are located at: <http://www.wrha.mb.ca/extranet/publichealth/services-communicable-disease.php>

### Process for Response to a CD outbreak prior to a weekend

If outbreak response requires significant weekend services, the community area Team Manager may request:

- Those already working to alter hours to provide continuity of services
- If insufficient number of volunteers, the Team Manager requests part-time staff who have volunteered to be called in on short notice to work
- If there are still insufficient numbers of staff the standby PHN can be called in to work

### Communicable Disease Management

In consultation with the MOH, PHN#1 is responsible to:

- coordinate staffing and facilitate a response in the event of an outbreak or an urgent communicable disease or issue
- ensure that all CD's are properly reported to the CD unit
- collaborate and communicate updates to the TMOC and MOH. This may include:
  1. Coordinating access to community area offices for immunization services
  2. Arranging for a security officer to open community area offices
  3. Advising the "WRHA Admin - on Call" of any Communicable Disease report or situation that may cause media interest or risk to the public (e.g., invasive meningococcal disease, significantly large enteric disease outbreak, emerging pathogens, unexpected deaths)

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## Immunization Procedures and Supplies

Travel Health Clinic rooms are available as a central site. Please ensure the guidelines are followed:

- Vaccine fridge is located in Room 115A (the Travel Health lab/vaccine preparation room) the room can be access via PHN #1 and the Administrative Secretary weekend swipe card. The PHN # 1 swipe card to access this room is located in the PHN # 1 bin located in storage room, Rm 119D. The key to the Travel Health vaccine fridge is also on the same key chain.
- Vaccines designated for Weekend Services are located on the left side of the large white refrigerator labelled "Travel Health" located in Room 115A (the Travel Health lab/vaccine preparation room). There is also a key in the drawer directly across from the vaccine fridges. Please ensure that the vaccine accessed from the white fridge as that will be the publicly funded vaccine.
- For most situations, the general program PHNs will know in advance what is required and will have made arrangements through their designated CD Coordinators for acquiring the vaccine (i.e. Rabies, Hep A, etc.).  
If vaccine is not available it can be ordered from the Provincial Vaccine Warehouse. (After hours #204-805-4096). <http://www.gov.mb.ca/health/publichealth/cdc/div/info.html> Travel Health vaccine supply should not be used.
- All immunization supplies are to be used from the general public health program stock @490 Hargrave and not from the Travel Health Clinic supply. Immunization supplies for weekend services are stored in the weekend supply cabinet located in Room 119.  
<http://home.wrha.mb.ca/prog/pph/files/weekendPHNSeatingchart.pdf> If supplies need to be replenished ensure you note this on the **Weekend Services Daily Comment Sheet**.
- The Immunization consent forms (adult and child forms) as well as the record cards are available on Manitoba Health website: <http://www.gov.mb.ca/health/publichealth/cdc/div/info.html>
- If an AEFI occurs refer to WRHA Regional Immunization Manual for the required resources.  
<http://www.wrha.mb.ca/professionals/immunization/03-04.php>
- Fact sheets are located at: <http://www.gov.mb.ca/health/publichealth/cdc/div/vaccines.html>
- The Travel Health Clinic has evening hours of operation during the week. Please contact the Travel Health Clinic Coordinator at 204-940-2538 if the clinic site is needed on weekday evenings.
- If rabies vaccine is to be provided there are instructions, along with a you tube video to demonstrate preparation of Rabavert™  
<http://www.wrha.mb.ca/extranet/publichealth/files/PreparationofRabAvert.pdf>

## Documentation

### IPHIS documentation

IPHIS is an intranet application that can be accessed from any computer. It does NOT require any installment.

- Log in as usual

- Go to intranet explorer, in the browser type, <http://iphis.manitoba-ehealth.ca/phis/start.jsp> to gain access to the application
- Passwords would have already been assigned to PHN
- Documentation needs to occur in IPHIS for all CDs. If a referral comes in on the weekend, please ensure miscellaneous documentation that cannot be entered into IPHIS be sent to the CD Unit. This can be placed in the basket labelled "CD Unit". Public Health Nursing Variance forms are used to transfer Communicable Disease referrals to weekend services but there is no expectation for documentation to be on this form. All documentation is to be done in IPHIS.

#### **PHIMS documentation:**

Immunizations provided on weekends must all be documented in PHIMS. This can be done during weekend hours if the vaccine has been pre-ordered and entered in the PHIMS inventory for the **WRHA Communicable Disease Unit** holding point. If the vaccine has been ordered after hours it will not be listed in the inventory. In these situations, notify the CD unit on the next regular working day to have the vaccine added to the inventory so that PHIMS documentation can be completed.

PHN's will have to change default settings to the WRHA Communicable Disease Unit holding point to allow access to the correct inventory. See steps below:

1. Log into PHIMS (<https://panorama.manitoba-ehealth.ca/>) → ensure that your role (MB\_PUBLIC HEALTH NURSE) and language is correct and click **Continue**. (*you may need to copy and paste above URL into Firefox to access PHIMS*)
2. Verify the **Service Delivery Location** (SDL) is set to your region (Winnipeg Health SDL)
3. Go into **My Account** button on the top of the page and select **Immunization Defaults**
4. Click **Update**
5. Ensure that the *Organization* (region) is Winnipeg Health (including Churchill) if not click the embedded **Find** button start to type Winnipeg Health (including Churchill) and select it from the drop down list. Click **Select**.
6. Select the **Holding Point Name** from the drop down menu.. for weekend vaccine administration at 490 Hargrave select **WRHA Communicable Disease Unit**.
7. Click the **Find** button located by *Service Delivery Location* and start to type the name of the SDL in the type ahead field. NOTE for 490 Hargrave the SDL location is "**Winnipeg CD and Imms**

### Office”

8. Click **Select**.
9. Click the **Find** button located beside *Provider* and start to type your last name in the type ahead field. Select yourself from the drop down field ( click **Select**)
10. Select the **“OP” Holding Point Location** from the drop down menu. NOTE for 490 Hargrave this will be 80088-OP.
11. Click **Save**
12. Once vaccine is documented that you provided on weekend services follow QRC 0.2 to set your Immunization Defaults back to your public health office settings.