



Winnipeg Regional
Health Authority Office régional de la
santé de Winnipeg

WRHA Weekend and After-hours Services

Communicable Disease and Immunization Procedure Manual

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Appendix A: How to Update PHIMs account for vaccines administered at 490 Hargrave (weekend services)

Introduction

Communicable disease referrals (CD's) may require weekend/after-hours/statutory holiday follow-up. The Medical Officer of Health (MOH) and/or Communicable Disease Coordinator (CD Coordinator) will determine if the reportable communicable disease requires a timely public health response to prevent further transmission and risk to the public. 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.
3. Management of time-sensitive communicable diseases (ie: Meningococcal or Measles case and contact investigation) ie: a case of Invasive Meningococcal Disease or Measles requires urgent follow-up. It also may require two or more Public Health Nurses (PHNs) to be assigned to a case with one as a Lead to coordinate the case
4. 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

PHN #1 and/or Standby PHN Communicable Disease Management

In consultation with the MOH, the PHN#1 and/or Standby PHN is responsible to:

- Coordinate staffing and facilitate a response in the event of an outbreak or an urgent communicable disease or issue
- 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 TMOC or MOH on-call of any Communicable Disease reports 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)
- Ensure that all CD's are properly reported to the CD unit at end of weekend/Stat and/or After hours

Referrals to Weekend Services and/or After Hours

Referrals can occur in 2 ways:

1. A communicable disease referral transferred to Weekend Services that requires ongoing follow-up.
2. A communicable disease that is newly referred to Weekend Services/ After-hours via the Medical Officer of Health On-Call.

1. Communicable Disease Referrals Transferred to Weekend Services

- 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 and/or CD Coordinator. Community Area PHN to arrange for client to attend Weekend Services (490 Hargrave) between 11:00-11:30 a.m. This will allow for prep time for the weekend PHN. Documentation to be completed in PHIMs (See *Appendix A: Documenting Immunizations provided on weekends at 490 Hargrave*)
- PHN to complete Public Health variance form outlining the client's information, investigation ID if in PHIMs and interventions required; and fax to **Weekend Services fax # 204-940-2635**
- PHN to leave voice mail message on PHN #1 cell phone outlining services required on which day re: variance form.
- Assigned weekend PHN to proceed with CD investigation as per CD protocol. Consult with MOH-On-Call at 204-788-8666 as necessary
- For CD's or Immunizations that were transferred to Weekend Services for follow-up; all documentation should be entered in PHIMs (or iPHIS for Possible Rabies Exposures) so that the referring/Primary CA PHN is aware of what services were provided and what further follow-up may be required. Copies of the variance, paper consent forms should be couriered back to the referring/primary PHN.

2. Communicable Disease Referrals received through MOH on-call

- MOH-On-Call will contact public health weekend services or Standby PHN via Team Manager-On-Call (TMOC) if CD referral requires urgent follow-up.
- TMOC to contact either PHN #1 and/or the Standby PHN
- PHN #1 to assign to a PHN(s).
- Standby PHN to initiate the investigation after-hours and connect directly with MOH regarding case and steps required.
- PHN to create the case in PHIMs as a Person under Investigation -PUI case as per QRC Create an Investigation [Investigations \(phimsmb.ca\)](https://phimsmb.ca)
- If a new referral comes in on the weekend for a high-risk possible rabies exposure, Weekend Admin is to create the case in iPHIS as per their weekend procedure.
- At the end of the Weekend/Stat and/or After-hours, the PHN who has worked on a newly reported communicable disease is to send an email to central CDC's and CD Admin outlining the new CD that was reported on the weekend, their investigation ID in PHIMs, which CA the client resides in and what outstanding work needs to be completed so the CDC can transfer to a weekday CA PHN if required.
- For cases in PHIMs; CD Coordinator to notify MB Health epi-surveillance unit of the Case Inv ID for the PUI so the lab can be attached to the PUI case once they have received it. CD Coordinator to update disease classification as applicable.

Communicable Disease Resources

All the communicable disease resources are located on **Insite**, which include links to the Manitoba Health Communicable Disease Protocols, Operational Guidelines, case report forms/questionnaires, educational materials and additional case and contact investigation tools:

<https://professionals.wrha.mb.ca/old/extranet/publichealth/services-communicable-disease.php>

Immunization Procedures and Resources

- Travel Health Clinic rooms are available to use for client immunizations.
- Vaccine fridge is located in Room 115A (the Travel Health lab/vaccine preparation room). The room can be accessed 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 the 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 in a labelled basket in the upper left side of the large white refrigerator located near the door in Room 115A (the Travel Health lab/vaccine preparation room). There is also a key in the drawer directly across from the vaccine fridges.
- For most situations, PHNs will know in advance what is required and will have made the 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). [vaccinebiologics.pdf \(gov.mb.ca\)](#) Travel Health vaccine supply should not be used if at all possible.
- All immunization supplies are to be used from the Weekend Services supplies @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. 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) are available on the Manitoba Health website: <http://www.gov.mb.ca/health/publichealth/cdc/div/info.html>
- When immunizing clients at 490 Hargrave the PHN must stay with the client for the duration of their visit: from entry into the building, immunization and 15 min post-immunization waiting period. The PHN must then escort the client out of the building and ensure all doors remain locked.
- If an AEFI occurs, refer to WRHA Regional Immunization Manual for the required resources: <https://professionals.wrha.mb.ca/old/professionals/immunization/contents.php>
- Fact sheets are located at: <http://www.gov.mb.ca/health/publichealth/cdc/div/vaccines.html>
- If rabies vaccine is to be provided, see the following link located on Insite re: demonstration of preparation of Rabavert™: [Preparation of RabAvert® Instructions and Video](#)

Documentation

PHIMS documentation for CD's and Immunization:

- Log into PHIMs [NetScaler AAA \(sharedhealthmb.ca\)](https://netScalerAAA.sharedhealthmb.ca)
- Search for client by their personal health identification number (PHIN), name or investigation ID
- For case and contact documentation, refer to the PHIMs website for resources: [Welcome to PHIMS - PHIMS \(phimsmb.ca\)](https://phimsmb.ca)
- For individual immunizations; go to QRC “*Provider Recorded Immunizations*” located on the PHIMs website: [Immunizations \(phimsmb.ca\)](https://phimsmb.ca)
- 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. See Appendix A: *How to Update PHIMs account for vaccines administered at 490 Hargrave (Weekend Services)*.
- 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.

iPHIS documentation for Possible Rabies Exposures (PRE)

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

- 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
- Document as per DARP format and ensure all relevant fields are entered in the PRE-module of the case file.