

Saskatoon Health Region Level IV Pathogen Planning Executive Terms of Reference

Purpose

Saskatoon Health Region recognizes the need to ensure efficient and effective processes and plans are in place to identify, manage and follow up on any cases that may involve a Level IV Pathogen. The immediate purpose of this Planning Executive is to focus on Ebola Virus Disease (EVD) planning, preparedness and response that will inform the broader planning for Level IV Pathogens.

There have been no confirmed cases of Ebola virus disease (EVD) in Canada. The Public Health Agency of Canada determines the risk of acquiring EVD in Canada as extremely low given the vigorous disease prevention and control systems in place currently. Nonetheless, preparedness is important.

Accountability

Saskatoon Health Region's Vice Presidents – Nilesh Kavia (accountability for Emergency Preparedness Planning) and Cory Neudorf (accountability for Public Health) will ensure that comprehensive administrative and clinical plans are in place specifically to address the focus on EVD and its planning. The portfolio leads are Dr. Johnmark Opondo for Public Health and Lori Frank for Emergency Preparedness Planning/Enterprise Risk Management. The Planning Executive reports to the Senior Leadership Team through Nilesh Kavia and Cory Neudorf.

Membership

The composition of the Planning Executive may change as the planning warrants and progresses. The Planning Executive includes the following:

- Enterprise Risk Management – Lori Frank, Planning Lead
- Public Health Services – Johnmark Opondo, Clinical Lead
- Communications – Patty Martin
- Infection Prevention/Control & Occupational Health and Safety – Shelly McFadden
- Public Health – Suzanne Mahaffey
- Site Leadership Representative – Karen Newman
- Operations Team Lead – Lisa Williams
- Emergency Preparedness Facilitation – Christa Sather

Deliverables

The ultimate goal is to develop a comprehensive Level IV Pathogen Plan for the Saskatoon Health Region. The Planning Executive will guide all aspects of the planning of the comprehensive plan. The immediate focus (July – December 2014) will be a regional Ebola Virus Disease (EVD) response plan that will be closely monitored and reported on to ensure that the planning objectives are being met.

The Planning Executive will develop a communication plan and lead the distribution of reference materials and planning documents to all staff and physicians.

The Planning Executive will develop a simulation plan to test various aspects of the Level IV Pathogen Planning specific to Ebola Virus Disease (EVD) Planning.

The Planning Executive will monitor the PPE inventory on a weekly basis to ensure that PPE inventory levels are adequate in the event the PPE is required for use with an Ebola patient, training and education or otherwise. Necessary controls will be put in place should the inventory levels become a concern.

The Planning Executive may direct other groups/sub teams in order for the planning to be as comprehensive as possible. An example of this would be the Ebola Virus Disease (EVD) Planning Operations Team that will have a direct reporting relationship to the Level IV Pathogen Planning Executive.

Commitment

- Meeting frequency – Weekly (every Thursday) – one hour
- Standing Agenda will be circulated prior to the meeting.
- Executive planning support will be provided by the Emergency Preparedness Planner
- Minutes will be taken at all meetings and circulated to membership