

Saskatoon Health Region Ebola Virus Disease (EVD) Operations Planning Team

Terms of Reference

Purpose

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.

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 an Ebola patient. The immediate purpose of this EVD Operations Planning Team is to operationalize the preferred site space at St. Paul's Hospital – PCU area (2nd floor).

Accountability

SHR's Vice Presidents – Nilesh Kavia (accountability for Emergency Preparedness Planning) and Dr. 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 EVD Operations Planning Team is accountable to Dr. Johnmark Opondo and Lori Frank as Planning Co-Leads for EVD who are responsible to Senior Leadership Team via Nilesh Kavia and Cory Neudorf.

Membership

The composition of the EVD Operations Planning Team may change as the planning warrants and progresses. There may be content experts that are brought into the planning as needed. Team member designates are acceptable provided the hand off process is thorough from team member to designate and vice versa. The team includes the following:

- Operations Team Lead, Lisa Williams
- Enterprise Risk Management and Level IV Pathogen Planning Co-Lead, Lori Frank
- Public Health Services and Level IV Pathogen Planning Co-Lead, Dr. Johnmark Opondo
- Communications – Patty Martin
- Infection Prevention/Control & Occupational Health and Safety – Shelly McFadden
- Infection Prevention/Control & Microbiology – Dr. Lei Ang
- Public Health – Suzanne Mahaffey
- Site Leadership Representative – Karen Newman, Clare Johnston & Luiza Kent Smith
- Facilities and Engineering Services – Marcel Nobert
- Capital Planning – Renata Mag-atas-Blair
- Supply Chain – Val Klassen
- Corporate Support Services – Brian Berzolla
- Pharmacy Services – Janet Harding
- Financial Services – Ken Unger
- Emergency Services – Graham Blue
- Diagnostic Imaging – Jon Schmid
- Infectious Disease – Dr. Stephen Sanche
- Laboratory Services – Judy Archer
- Laboratory Services – Dr. Joe Blondeau
- Maternal Services – Leanne Smith
- Pediatric Services – Bette Boechler
- Heart Health, Critical Care & Respiratory Therapy – Jenny Bartsch
- Food & Nutrition Services – Noella Leydon
- Registration Services – Dorothy Sagan
- Intensive Care Clinical Lead – Dr. Mark James
- SPH ED Manager – Ryan Baliski
- SPH ICU/PCU Manager – Betty Wolfe
- Labour Relations Manager – Blake McMullen
- Emergency Preparedness Facilitation – Christa Sather

Deliverables

The ultimate goal is to develop a comprehensive plan to operationalize the preferred site location of St. Paul's Hospital – PCU area. The Operations Planning Team will develop all aspects of the plan and any department/service-specific protocols that are also required and outline the plan in a Team Charter. 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 the Level IV Pathogen Planning Executive. The comprehensive plan will also include the following:

- PPE Training and Education Plan
- Department/Service-specific Protocols
- Communications Plan
- Response Teams

The Operations Planning Team may consult with other content experts as necessary and will develop groups/sub teams in order for the planning to be as comprehensive and effective as possible.

Commitment

- Meeting frequency – Weekly (every Thursday) – 90 minutes
- Standing Agenda will be circulated prior to the meeting.
- Planning Operations support will be provided by the Emergency Preparedness Planner
- Minutes will be taken at all meetings and circulated to membership