



Roles & Responsibilities during Outbreaks in Long Term Care Homes

Department	Lead Roles & Responsibilities
<p>LTC Home</p>	<ul style="list-style-type: none"> • Arranges for influenza immunization clinics for employees of LTC home or provides information on where to go. • Ensures that consenting residents are immunized annually for influenza • Ensures that each resident on move-in and annually has a Creatinine Clearance test completed. • Completes annual Tamiflu order set and contacts the pharmacy in the fall to ensure a ready supply of Tamiflu in the event of an influenza Outbreak. • Orientates staff to recognize a suspect & confirmed outbreak and what to do in the event of an outbreak. Arranges for staff to view outbreak preparation video/elearning. • Initiates outbreak protocols if suspicious illness occurs in residents or staff. • Notifies PPH-CDC of suspected outbreak as per protocol. • Participates in daily teleconferences during outbreak with IPC and CDC. • Completes and submits line listing at least 1 hour prior to teleconference. • Updates Outbreak database as per protocol. • Upgrades infection control procedures including cleaning upon suspected outbreak. • Orientates staff to recognize a suspect & confirmed outbreak and what to do in the event of an outbreak. Arranges for staff to view outbreak preparation video. • Prepares for the new outbreak season annually by completing the outbreak preparation checklist.
<p>Infection Prevention and Control</p>	<ul style="list-style-type: none"> • On-site visits to support Long Term Care (LTC) home infection control measures before and during an outbreak. • Makes recommendations on infection control measures, cleaning products and processes. • Reviews electronic line list daily. • Leads response to infection control questions during daily teleconferences during outbreak. • Provides update for LTC home outbreak leads annually in autumn. • Provides update to IPC manager and SHCC Manager (liaison to IPC) on outbreaks statuses. • Determines organism life length.

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Population & Public Health: Medical Health Officer	<ul style="list-style-type: none"> • Declares an outbreak and declares when an outbreak is over. • Recommends Tamiflu prophylaxis for residents during influenza outbreak. • Determines safe transfers to and from homes in Outbreak or from Acute Care Units in Outbreak for: <ul style="list-style-type: none"> ➢ New residents moving-in from any source (e.g. acute care, LTC home, community). OR ➢ Transfers from one Long Term Care home to another OR ➢ Discharge from acute care back to residents own LTC home if admitted due to reasons unrelated to the outbreak (i.e. hip surgery).
Population & Public Health: Communicable Disease Control	<ul style="list-style-type: none"> • Promptly determines when a LTC home is in Outbreak or out of Outbreak. • Assigns outbreak number for suspect and confirmed outbreaks. • Circulates notification of “New” outbreaks and when outbreaks are “Over” the day of determination. <ul style="list-style-type: none"> ➢ Copies the SHCC Office Administrative Assist to forward on. • Facilitates daily teleconference during outbreak. • Updates LTC Home Outbreak materials annually by Oct 1 with input from other departments. • Initiates and completes required Ministry of Health outbreak reporting forms. • Monitors line lists on a daily basis. • Consults with Public Health Inspectors as necessary. • Completes summary at end of outbreak and sends to ICP and LTC home. • Provides update for LTC home outbreak leads annually in autumn. • Note: Epidemiologist & Public Health Observatory provide IT support for LTC home outbreak database.
Occupational Health & Safety	<ul style="list-style-type: none"> • In collaboration with LTC home and peer immunizer program, arranges for influenza immunization clinics for SHR staff and collects immunization information into parklane database. • Provides influenza vaccine administration training for peer immunizers. • Provides a list of employees immunized with influenza vaccine to LTC home once an influenza outbreak has been declared.
Seniors Health & Continuing Care	<ul style="list-style-type: none"> • Serves as central portal for communication to LTC homes. • Liaison between LTC Homes, PPH, and IPC when issues are unresolvable through daily management of outbreak. • Collaborates with PPH and IPC on policies and work standards related to outbreak management in LTC homes.
Vaccine Management – Population & Public Health	<ul style="list-style-type: none"> • Supplies LTC home with influenza vaccine for resident immunizations. • Inputs number of residents’ immunized with influenza vaccine and total number of residents living at LTC home once received from LTC home into the flu database. • Advises with cold chain breaks and vaccine storage.