

## PURPOSE:

Timely reporting of communicable diseases is mandated and essential for their control. If you suspect or have confirmation of any Reportable Diseases as per Schedule 3 - Reportable Diseases – Public Health Act as of September 2009, please report them to the Office of the Chief Public Health Officer. Document all actions taken, with names of individuals contacted if applicable, into the LIS.

## PROCEDURE INSTRUCTIONS:

Refer to NWT Reportable Diseases as per Schedule 3 - Reportable Diseases – Public Health Act as of September 2009 to determine if disease or organism is reportable to the Chief Public Health Officer.

- The disease or organism is in Part 1 of the NWT Reportable Diseases list and Tuberculosis:
  - Results must be **telephoned immediately** and followed, within 24 hours, by a written report.
  - During regular office hours (Monday to Friday, 8:30-5:00) phone the Office of the Chief Public Health Officer at 867-767-9066 ext. 49256 which will be answered by the administrative assistant. They can direct your call to the appropriate communicable disease consultant.
  - During after hours, holidays or weekends phone the Office of the Chief Public Health Officer at 867-767-9066 ext. 49256. A voice message will let the caller know who the on-call communicable disease consultant is and their cell phone number. Laboratory staff is then to call the on-call communicable disease consultant and report the positive laboratory result to them. If the on-call number is not answered, a message can be left with a return phone number and the on-call public health officer will call the laboratory person back immediately. Please do not leave any patient identifiers on the message.
- The disease or organism is in Part 2 of the NWT Reportable Diseases list:
  - A copy of the report must be copied to HPU1 within 24 hours of isolation.
- The disease or organism is in Part 3 of the NWT Reportable Diseases list:
  - A copy of the report must be copied to HPU1 within 7 days of isolation.

**NOTE:** This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

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	<b>Version No: 1.0</b>	<b>Page: 2 of 2</b>
	<b>Effective: 06 November, 2017</b>	

**REFERENCES:**

- Schedule 3 - Reportable Diseases – Public Health Act as of September 2009  
[http://www.yhssa.hss.gov.nt.ca/sites/default/files/nwt\\_communicable\\_disease\\_report\\_form.pdf](http://www.yhssa.hss.gov.nt.ca/sites/default/files/nwt_communicable_disease_report_form.pdf)

**REVISION HISTORY:**

<b>REVISION</b>	<b>DATE</b>	<b>Description of Change</b>	<b>REQUESTED BY</b>
1.0	06-Nov-17	Initial Release	L. Steven