

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC36000 – Reportable and Communicable Diseases Notification	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s):	
Effective Date:	Effective Date:
Issuing Authority: Director, Health Services	Date Approved:
Accreditation Canada Applicable Standard: N/A	

GUIDING PRINCIPLE:

Timely reporting of communicable diseases is mandated and essential for their control. If any organism on the Reportable Diseases as per Schedule 3-Reportable Diseases-Public Health Act as of September 2009 is suspected or isolated, the results need to be reported to the Office of the Chief Public Health Officer. All actions taken need to be documents in the Call Log in the LIS.

PURPOSE/RATIONALE:

To ensure reportable communicable diseases are reported to the Office of the Chief Public Health Officer in the applicable time frame.

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) processing specimens for microbiology culture and viral testing.

PROCEDURE INSTRUCTIONS

Step	Action
Reporting communicable diseases to the Office of the Chief Public Health Officer (OCPHO)	
1	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: https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/nwt-communicable-disease-report-form.pdf
2	If the disease or organism is in Part 1 of the NWT Reportable Diseases list: <ul style="list-style-type: none"> Results must be telephoned immediately and followed, within 24 hours, by a written report

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

	<ul style="list-style-type: none"> • During regular office hours (Monday to Friday, 8:30-5:00) phone the Office of the Chief Public Health Officer at 867-920-8646 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 867-920-8646. 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. <p>NOTE: Do not leave any patient identifiers on the message</p>
3	If the disease or organism is in Part 2 of the NWT Reportable Diseases list: <ul style="list-style-type: none"> • A copy of the report must be copied to OCPHO within 24 hours of isolation
4	If the disease or organism in in Part 3 of the NWT Reportable Diseases list: <ul style="list-style-type: none"> • A copy of the report must be copied to OCPHO within 7 days of isolation

REFERENCES:

1. Schedule 3 - Reportable Diseases – Public Health Act as of September 2009

APPROVAL:

 Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	06 Nov 17	Initial Release	L. Steven
2.0	30 Jan 22	Procedure reviewed and added to NTHSSA policy template	L. Steven

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