Title: MIC36000-Reportable and Communicable Diseases Notification

Issuing Authority: Director, Health Services

Next Review Date:

Type: Laboratory Services Program SOP

Policy Number: Date Approved:

PROGRAM Standard Operating Procedure – Laboratory Services				
Title: MIC36000 – Reportable and	Policy Number:			
Communicable Diseases Notification				
Program Name: Laboratory Services				
Applicable Domain: Lab, DI and Pharmacy Services				
Additional Domain(s):				
Effective Date:	Effective Date:			
Ssuing Authority: Date Approved:				
Director, Health Services				
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 list for the Northwest Territories or Nunavut is suspected or isolated, the results need to be reported to the appropriate Office of the Chief Public Health Officer. All actions taken need to be documents in the Call Log in the LIS.

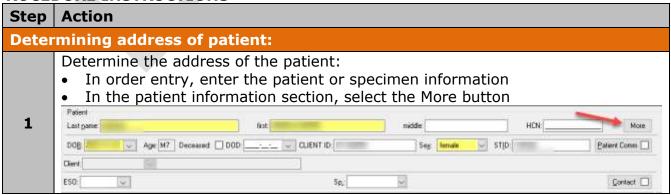
# **PURPOSE/RATIONALE:**

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



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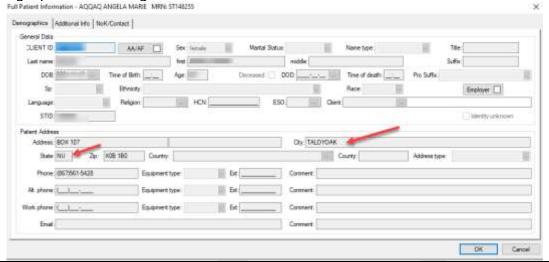
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The "Full Patient Information" window will appear that contains the patient demographics including address:



If the patient is from Nunavut, determine which region of Nunavut the patient is from:



• Nunavut is divided into three regions: Qikiqtaaluk, Kivalliq and Kitikmeot

A copy of this map is posted on the O<sub>2</sub> incubator

| Refer to Reportable Diseases in Nunavut (as per the 1990 Public Health Act) to determine if the disease or organism is reportable to the Nunavut Chief Public Health Officer:
| https://www.gov.nu.ca/sites/default/files/nu\_communicable\_diseases\_manual\_-complete\_2020oct16.pdf

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If the disease or organism is on Item I of the Nunavut Reportable Diseases list: Results must be **telephoned immediately** to the CPHO of Nunavut and the CPHO of NWT and followed, within 24 hours, by a written report During regular office hours (Monday to Friday, 8:30-5:00): > Phone the CPHO of Nunavut to the appropriate region: Kitikmeot Phone: 867-983-4508 Kivallig Phone: 867-645-2171 ext. 1503 o Qikiqtaaluk Phone: **867-975-4811** Phone the CPHO of NWT at 867-920-8646 During after hours, holidays or weekends: Phone the CPHO of Nunavut at 1-867-975-5772. This number will direct you to an answering machine message indicating the phone number of the person on call 2 > Phone the CPHO of NWT 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 **NOTE:** 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 **NOTE:** Do not leave any patient identifiers on the message Send a copy of the report to the CPHO of Nunavut and NWT. In order entry in the report to window select: > HPU1 to send a copy of the report to the NWT CPHO > HPU2 to send a copy of the report to the Kitikmeot region CPHO > HPU4 to send a copy of the report to the Kivalliq region CPHO > HPU5 to send a copy of the report to the Qikiqtaaluk region CPHO If the disease or organism is in Item II of the Nunavut Reportable Diseases list: A copy of the report must be copied to CPHO within 7 days Send a copy of the report to the CPHO of Nunavut and NWT. In order entry in the report to window select: 3 > HPU1 to send a copy of the report to the NWT CPHO > HPU2 to send a copy of the report to the Kitikmeot region CPHO > HPU4 to send a copy of the report to the Kivalliq region CPHO > HPU5 to send a copy of the report to the Qikiqtaaluk region CPHO

Step	Action			
For patients from NWT or locations other than Nunavut:				
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 NWT Chief Public Health Officer: <a href="https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/nwt-communicable-disease-report-form.pdf">https://www.hss.gov.nt.ca/professionals/sites/professionals/files/resources/nwt-communicable-disease-report-form.pdf</a>			
2	<ul> <li>If the disease or organism is in Part 1 of the NWT Reportable Diseases list:</li> <li>Results must be <b>telephoned immediately</b> to the CPHO of NWT and followed, within 24 hours, by a written report</li> <li>During regular office hours (Monday to Friday, 8:30-5:00):</li> <li>Phone the CPHO of NWT at 867-920-8646</li> </ul>			

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	During after hours, holidays or weekends:					
	➤ Phone the CPHO of NWT 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. 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					
	NOTE: Do not leave any patient identifiers on the message					
	If the disease or organism is in Part 2 of the NWT Reportable Diseases list:					
	A copy of the report must be copied to CPHO within 24 hours					
3	Send a copy of the report to the CPHO of NWT. In order entry in the report					
	to window select:					
	▶ HPU1 to send a copy of the report to the NWT CPHO					
	If the disease or organism in in Part 3 of the NWT Reportable Diseases list:					
	A copy of the report must be copied to OCPHO within 7 days of isolation					
4	• Send a copy of the report to the CPHO of NWT. In order entry in the report					
	to window select:					
	➤ HPU1 to send a copy of the report to the NWT CPHO					

## **REFERENCES:**

- Schedule 3-Reportable Diseases-Public Health Act as of September 2009. Revised August 2013
- 2. Table 2.1 Reportable Diseases in Nunavut (as per the 1990 *Public Health Act*), January 5, 2000

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
3.0	28 Sep 22	Procedure updated to include notification of Nunavut patients to Nunavut CPHO	L. Steven
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