

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): NA	
Effective Date:	Next Review Date:
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:
Accreditation Canada Applicable Standard: NA	

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 documented in the Call Log in the LIS.

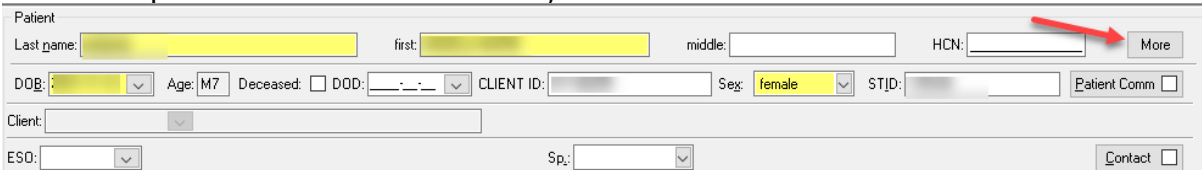
PURPOSE/RATIONALE:

This standard operating procedure ensures reportable communicable diseases are reported to the Office of the Chief Public Health Officer in the applicable time frame.

SCOPE/APPLICABILITY:

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

PROCEDURE INSTRUCTIONS

Step	Action
Determining address of patient:	
1	Determine the address of the patient: - In Order Entry, enter the patient or specimen information - In the patient information section, select the More button  The screenshot shows a patient information form with fields for Last name, first, middle, HCN, DOB, Age, Deceased, DOD, CLIENT ID, Sex, STID, Patient Comm, Client, ESD, Sp, and Contact. A red arrow points to the 'More' button next to the HCN field.

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

Full Patient Information - AQQAQ ANGELA MARIE MRN: ST148255

Demographics | Additional Info | NoK/Contact

General Data

CLIENT ID: [] AA/AF ☐ Sex: female Marital Status: [] Name type: [] Title: []

Last name: [] first: [] middle: [] Suffix: []

DOB: [] Time of Birth: [] Age: [] Deceased: ☐ DOD: [] Time of death: [] Pro Suffix: []

Sp: [] Ethnicity: [] Race: [] Employer ☐

Language: [] Religion: [] HCN: [] ESO: [] Client: []

STID: [] ☐ Identity unknown

Patient Address

Address: BOX 107 City: TALOYOAK

State: NU Zip: X0B 1B0 Country: [] County: [] Address type: []

Phone: (867)561-5428 Equipment type: [] Ext: [] Comment: []

Alt. phone: [] Equipment type: [] Ext: [] Comment: []

Work phone: [] Equipment type: [] Ext: [] Comment: []

Email: [] Comment: []

OK Cancel

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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 O₂ incubator

Step	Action
For patients from Nunavut:	
1	Refer to Reportable Diseases in Nunavut (as per the 1990 <i>Public Health Act</i>) to determine if the disease or organism is reportable to the Nunavut Chief Public Health Officer: https://www.gov.nu.ca/sites/default/files/documents/2023-12/Communicable%20Disease%20Manual.pdf

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2	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 - Kivalliq Phone: 867-645-2171 ext. 1503 - 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 - 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 field 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
3	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 field 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

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 the disease or organism is reportable to the NWT 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: - Results must be telephoned immediately to 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 NWT at 867-920-8646

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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
3	<u>If the disease or organism is in Part 2 of the NWT Reportable Diseases list:</u> - A copy of the report must be copied to CPHO within 24 hours - Send a copy of the report to the CPHO of NWT. In Order Entry in the Report To field select: ➤ HPU1 to send a copy of the report to the NWT CPHO
4	<u>If the disease or organism is in Part 3 of the NWT Reportable Diseases list:</u> - A copy of the report must be copied to OCPHO within 7 days of isolation - Send a copy of the report to the CPHO of NWT. In Order Entry in the Report To field select: ➤ HPU1 to send a copy of the report to the NWT CPHO

CROSS-REFERENCES:

NA

REFERENCES:

- Schedule 3-Reportable Diseases-Public Health Act as of September 2009. Revised December 1, 2023
- 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 Apr 21	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
4.0	08 Mar 24	Procedure reviewed and updated to reflect revised Schedule 3	L. Steven