

# Communications Plan

Organization:	Southern Health – Santé Sud
Facility:	Regional Public Health-Healthy Living
Project:	BUGSS

## Questions and Answers

	What questions do you think staff are going to ask?	Craft your response to those questions
1	Why do we have to record these dates on the CD Investigation Form?	Recording the dates on the form allows us to determine how long, on average, it we are able to initiate and complete the CD investigation process or 'response time'.
2	Why does it matter how long it takes to complete the CD Investigation process?	Communicable disease reporting and investigation is a mandated role of Public Health as per The Public Health Act. Our response time can make a difference in ensuring an individual, group or community receive appropriate treatment in a timely manner and prevent the further spread of disease.
3	It seems like a lot of extra data to collect. What is the benefit to us?	By collecting this data, we may be able to determine if we need to provide further education for staff to assist them in the process, or look at workload distribution and/or management practices. So it benefits the clients but also you as Public Health Nurses.
4	Why do we need to develop Communicable Disease Guidelines and Priorities?	The nature of some CDs require a more urgent response than others. By formalizing CD Guidelines and Priorities, we provide a written guide for PHNs to use when determining prioritization within their workload.
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Facility:	Regional PHL
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Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
Public Health Nurses	✓	Email		Medical Officers of Health
		Phone Call		
	✓	Meeting	April 12, 2014	Team
		Memo		
	✓	Quality Board		
Admin Support/Clerks at PH offices	✓	Email		
		Phone Call		
		Meeting		
		Memo		
	✓	Quality Board		
PHHL Leadership Team	✓	Email		
		Phone Call		
	✓	Meeting	Ongoing updates	Bev
		Memo		
	✓	Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		