



SAMPLE

NOTIFICATION OF SUSPENSION OF SERVICES FORM

12 hours or less Over 12 hours

Reference #

Date form initiated: 2022/Jun/15 Complete sections A, B, D
Year/Month/Day

Suspension Revised complete sections C, D

Part A - Complete by the Manager or designate

SEE REVERSE

Site: Manitoba General Hospital Community: Montpellier
Name/Position: John Doe Phone #: 204-555-5555
Completed by
Identify services to be suspended: Emergency Room
Reason: Physicians Resources Nursing Resources Other: _____
Date/Time Suspension started: 2022/Jun/15 0730 Date/Time suspension to be stopped: 2022/Jun/17 0700
(See actions required - Part B + D)
Contingency Plan: Physicians will continue to provide medical care to all PCH residents + hospital inpatients. Nurse managed care used.
Consultation with / Approval from:
Director D Harper Local Chief of Staff / Medical Staff: Dr. Giesbrecht
Mon-Fri 8-4 Name Mon-Fri 8-4 (Notification N/A for EMS) Name
Senior Leader or Senior Leader On-Call: H. Katz
Monday-Friday 8-4 204-239-2211 After Hours (weekdays before 8:00 a.m. and after 4:00 p.m., weekends and stats) Name

Part B - Completed by Site Manager or designate responsible for facility suspension of services

Send Memo to: Physicians Diagnostics Other Sites/Regions for potential impact given Suspension of Services
Sites/Regions notified: Loving Care Hospital
Out there RHA
For the Public: Post "Public Notice" for ER at entrance doors of affected site
 First Nations Medical Transport (as applicable)
 If over 7 days for ER, cover "H" signs
 If over 12 hours, notify Mayor/Reeve/Stakeholder Group (next business day)
For EMS & MTCC: Call EMS Superintendent: 204-428-2786 EMS Superintendent name: W. Voger
 FAX this form to MTCC: 204-571-8894 & 204-571-8895 (Check appropriate level below)
 Not accepting any patients Accepting Emergent Patients Only Other: _____
 Fax this form to La Broquerie Regional Office: 204-424-5888

Part C - Revision to the Suspension of Services

Date/Time Suspension started: 2022/Jun/15 0730 Date/Time suspension to be stopped: 2022/Jun/16 1800
For EMS & MTCC: Call EMS Superintendent: 204-428-2786 EMS Superintendent name: W. Voger
 FAX this form to MTCC: 204-571-8894 & 204-571-8895 (Check appropriate level below)
 Not accepting any patients Accepting Emergent Patients Only Other: _____
 Fax this form to La Broquerie Regional Office: 204-424-5888

Part D - When Services Resume

Call EMS Superintendent: 204-428-2786 EMS Superintendent name: S. Banks
 Fax this form to MTCC 204-571-8894 & 204-571-8895 Date/Time: 2022/Jun/16 1801
 Fax this form to La Broquerie Regional Office: 204-424-5888
 Notify other sites and regions of resumption of services (see sites notified in Part B)
 Provide original form and all fax receipts to immediate supervisor

Part E - Senior Leader on-Call - Completes on-call log and communicates accordingly.

- ✓ La Broquerie Regional Office - complete and email MB Health form, and fax to CME 204-945-2442
- ✓ La Broquerie Regional Office - email MB Health form to CEO Office and appropriate ED/VP
- ✓ CEO/Designate determine if EL-9 required
- ✓ If over 72 hours CEO/Designate identify media spokesperson and consider "Information Bulletin" notification

NOTE:

1. See Suspension of Services Policy (ORG.1010.PL.001)
2. There is a professional obligation to care for patients who present to a Suspended Emergency Department. See Suspension of Emergency Department Services-Nursing care of unscheduled patients who present (CLI.5110.PL.002).
3. EMS will present to an Emergency Department (ED); despite notification of Suspension of Emergency Department Services in exceptional circumstances as per EMS Redirection (diversion) Advisory (ORG.1010.PL.001.SD.02).
 - EMS personnel will only be allowed to bypass a Suspended ED if it is safe and reasonable for the patient and it does not adversely affect the ability of the EMS system to meet its responsibilities.
 - In event of an immediate life-threatening condition or obstetrical emergency, the patient is more likely to benefit from the assistance of additional care providers, even in the absence of a physician. This includes but not limited to: difficult airway management, uncontrolled external exsanguinating hemorrhage, imminent delivery.
 - Medical care may be available at the suspended ED in less time than it takes to transport the patient to an alternate ED.
 - PHYSICIAN SUPPORT: may or may not be available within the site to assist the health team during Suspension of ED services and EMS patient presentation; however the Physician on-call is not to be called if not on site. EMS is to contact their medical on-call support should medical direction be required when a physician is not available on site.