



NOTIFICATION OF SUSPENSION OF SERVICES FORM

12 hours or less Over 12 hours

Reference #

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

Suspension Revised complete sections C, D

Part A - Complete by the Manager or designate

SEE REVERSE

Site: Community: Name/Position: Phone #: Identify services to be suspended: Reason: Date/Time Suspension started: Date/Time suspension to be stopped: Contingency Plan: Consultation with / Approval from: Director Local Chief of Staff / Medical Staff: Senior Leader or Senior Leader On-Call:

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

Send Memo to: For the Public: For EMS & MTCC: Call EMS Superintendent: 204-856-9689 EMS Superintendent name: 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: Date/Time suspension to be stopped: For EMS & MTCC: Call EMS Superintendent: 204-856-9689 EMS Superintendent name: 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: 204-856-9689 EMS Superintendent name: Fax this form to MTCC 204-571-8894 & 204-571-8895 Date/Time: 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.