



<p>Team Name: Infection Prevention and Control Team</p> <p>Team Lead: Regional Director Staff Development, Infection Prevention and Control</p> <p>Approved by: VP – Human Resources</p>	<p>Reference Number: CLI.8011.PL.015</p> <p>Program Area: Infection Prevention and Control</p> <p>Policy Section: Infection Prevention and Control</p>
<p>Issue Date: January 7, 2020</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Reporting of Infectious Diseases and Conditions by Health Care Professionals in Acute Care and Personal Care Homes.</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Reporting of Infectious Diseases and Conditions by Health Care Professionals in Acute Care and Personal Care Homes.

PURPOSE:

To ensure consistency of reporting requirements for infectious diseases and conditions by health care professionals in accordance with The Manitoba Public Health Act and regional processes.

BOARD POLICY REFERENCE:

- Executive Limitation (EL-02) Treatment of Clients
- Executive Limitation (EL-03) Treatment of Staff
- Executive Limitation (EL-07) Corporate Risk

POLICY:

Health care professionals must, notify the provincial Surveillance Unit, the medical officer of health and the infection control practitioner or regional infection prevention and control coordinator of reportable diseases they encounter or suspect. The health care professional utilizes the Clinical Notification of Reportable Diseases and Conditions provincial form to report a suspected clinical case within a defined timeline.

DEFINITIONS:

Additional Precautions: Infection control precautions and practices required in addition to Routine Practices (RP). Additional Precautions are determined by the mode of transmission of selected microorganisms or clinical presentation.

Health Care Professional (HCP) – A physician, physician assistant, nurse practitioner, registered nurse, registered psychiatric nurse or licensed practical nurse.

Health care professional reportable disease - A disease listed and preceded by an asterisk (*) in Schedule B of the Manitoba Public Health Act, Reporting of Diseases and Conditions Regulation.

Infection Control Practitioner (ICP): A health care professional (e.g. nurse, medical laboratory technologist) with responsibility for functions of the IP&C program. This individual has specific Infection, Prevention & Control (IP&C) training and is referred to as an ICP.

Regional Infection Prevention and Control Coordinator: A registered nurse who has a combination of IP&C education and experience, and has regional responsibility for IP&C. The Regional Coordinator works closely with and advises others in IP&C, health services and support programs in the development, implementation, coordination, monitoring and evaluation of IP&C strategies and measures.

Reportable disease – a disease or condition listed in Schedule B of the Manitoba Public Health Act, Reporting of Diseases and Conditions Regulation.

IMPORTANT POINTS TO CONSIDER:

- The health care professional reportable diseases are identified on the Clinical Notification of Reportable Diseases and Conditions provincial form in accordance with Schedule B of the Manitoba Public Health act, Reporting of Diseases and Conditions Regulation.
- This policy and procedure does not cover laboratory reporting of reportable disease. Provincial processes are in place to report lab confirmed cases of reportable diseases to health regions.
- The health care provider must implement appropriate infection prevention and control additional precautions as applicable to the suspected or confirmed case to prevent spread of the disease.

PROCEDURE:

A HCP must make a report of a reportable disease in the following circumstances:

- For a reportable disease identified on the Clinical Notification of Reportable Diseases and Conditions provincial form, if the HCP becomes aware that a person
 - has or may have the reportable disease, or
 - recently had or may have had the reportable disease.
- For any other reportable disease, if the health professional
 - Becomes aware that a person
 - Has the reportable disease, or
 - Recently had the reportable disease and
 - Reasonably believes that the presence of the reportable disease will not be confirmed by a positive laboratory test.

There are three types of reporting; Urgent (same day reporting), Reporting within 5 Business Days and Further Reporting;

1. Urgent (same day reporting)

The HCP must report immediately, within the day, suspect clinical cases of diseases listed in Section I of the Clinical Notification of Reportable Diseases and Conditions provincial form.

- 1.1 The HCP must notify the provincial Surveillance Unit by telephone, speaking to a live person (not leaving a voice message) during business hours. Alternatively, after business hours, by speaking to the on-call Medical Officer of Health.
- 1.2 The HCP also calls the in-house ICP or the IP&C Coordinator. After business hours, leave a voice message.
- 1.3 The HCP follows up the telephone notification by faxing the completed Clinical Notification of Reportable Diseases and Conditions provincial form to the Surveillance Unit Confidential Fax as noted on the form.

2. Reporting Within 5 Business Days

The HCP must report within 5 business days, clinical cases of diseases listed in Section II of the Clinical Notification or Reportable Diseases and Conditions provincial form.

- 2.1 The HCP completes and faxes the Clinical Notification of Reportable Diseases and Conditions provincial form to the Surveillance Unit Confidential Fax as instructed on the form.
- 2.2 The HCP calls the in-house ICP or the regional IP&C coordinator.

3. Further Reporting

The HCP must also report any reportable disease suspected under the following circumstances:

- 3.1 At death, if the HCP reasonably believes that the client may have had the reportable disease at the time of death or the reportable disease contributed to the client's death.
- 3.2 At biopsy or autopsy, if, in performing the biopsy or autopsy, the HCP finds evidence of a reportable disease.
- 3.3 Upon becoming aware that a person has a disease or condition that is not otherwise reportable, if the disease or condition is:
- 3.4 Occurring in a cluster or outbreak, or
- 3.5 Has presented itself with unusual clinical manifestation.

The HCP completes and faxes the Clinical Notification of Reportable Diseases and Conditions provincial form to the Surveillance Unit Confidential Fax as instructed on the form. The HCP calls the in-house ICP or the regional IC&P coordinator. If reporting an outbreak, refer to the Outbreak Management in Acute Care and Personal Care Homes regional policy [CLI.8011.PL.004](#).

SUPPORTING DOCUMENTS:

Clinical Notification or Reportable Diseases and Conditions provincial form

https://www.gov.mb.ca/health/publichealth/cdc/protocol/mhsu_0013.pdf

REFERENCES:

The Public Health Act (C.C.S.M. c, P210) Reporting of Diseases and Conditions Regulation 37/2009, province of Manitoba http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=37/2009

Manitoba Guidelines for Routine Practices and Additional Precautions: Preventing the Transmission of Infection in Health Care, April 2012

<https://www.gov.mb.ca/health/publichealth/cdc/docs/ipc/rpap.pdf>