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## PANDEMIC CHECKLIST FOR PHYSICIANS

1. Maintain an up-to-date contact list of staff and volunteers and develop a plan for communication during a pandemic or other health emergency.

### **Local Medical Officer of Health & Public Health Unit**

Name:

Phone:

Email:

Fax:

Website:

### **Local Hospital and Emergency Services**

Name:

Phone:

Email:

Fax:

Website:

### **Provincial Ministry of Health (Emergency Management Unit)**

Name:

Phone:

Email:

Fax:

Website:

## 2. Address Staffing Issues

- Provide annual influenza vaccinations to all office personnel.
- Determine minimal staffing level required during pandemic influenza crisis.
- Prepare a staffing contingency plan presuming 20-25% of your staff will be sick during the peak period. Include potential outside sources of human resources (i.e., nursing agencies, community organizations).
- Make plans to ensure **your** family will be looked after during a pandemic so you may continue to work.
- Encourage staff to develop plans for their families during a pandemic.
- Discuss with physicians colleagues how you can cover for each other if you need to take time off.

## 3. Education

- Acquaint yourself and your staff with current clinical information about the recognition, treatment and prevention of influenza.
  - ✓ See Canadian Pandemic Influenza Plan and PHAC contacts (in resources)
- Educate all staff about routine infection prevention and control practices.
  - ✓ Health Canada Infection Control Guidelines: Routine practices and additional precautions for preventing the transmission of infection in health care.  
<http://www.phac-asoc.gc.ca/publicat/ccdr-rmtc/99vol25/25s4/index.html>
  - ✓ Community and Hospital Infection Control Association <http://www.chica.org/>
- Provide education materials on pandemic influenza to patients.
  - ✓ <http://phac-aspc.gc.ca/fluwatch/index-eng.php>

## 4. Surveillance

- Identify key information sources for influenza activity.
  - ✓ [http://www.influenza.gc.ca/surv\\_e.html](http://www.influenza.gc.ca/surv_e.html)
  - ✓ <http://phac-aspc.gc.ca/fluwatch/index-eng.php>
- Designate someone to monitor and distribute public health advisories to staff.

- Monitor and review influenza activity in your practice.
- Report unusual cases of influenza-like illness ( ILI) and influenza to your local medical officer of health.

## 5. Triage and Patient Management

- Determine procedures to contact patients during a pandemic to reschedule routine visits or direct to an alternative point of care.
- Determine procedures for patient care management at height of pandemic. It is expected that influenza will circulate for six-nine weeks and may come back for a second wave (e.g., telephone triage, separate time blocks for influenza and non-influenza care).
- Check local pandemic influenza plans for recommended disposition of patients with influenza-like illness (e.g., home with self-care guide, home care, alternate treatment site).
- Check provincial and federal pandemic plans for recommended use of antiviral medication.
- Check with your local public health unit for plan to disseminate anti-virals and vaccines locally.

## 6. Infection Control

- Wall mount alcohol-based hand sanitizer dispensers at office entrance for patient use.
- Separate reception staff from patients with ILI symptoms.
- Provide surgical masks to symptomatic patients. Check public health advisories about the use of N95 masks.
- Separate patients with ILI by at least one metre from other patients or, if possible, direct them to a separate waiting room ( and examination rooms).
- Post respiratory hygiene and cough etiquette signs in the waiting rooms and washrooms.
- Ensure all staff is informed of and follow routine infection prevention and control practices.
- Wash or sanitize your hands before and after each patient encounter. **Strict adherence to hand washing/ hand antisepsis recommendations is the cornerstone of infection prevention and may be the only preventative measure available during pandemic.**
- Assign staff who have recovered from pandemic influenza to care for ILI patients.
- Maintain at least a two-weeks' supply of soap, hand sanitizers, paper towels, surgical masks and cleaning supplies.
- Clean and disinfect examination and waiting rooms daily.

## 7. Financial Planning

- Determine potential financial resource needs during pandemic ( e.g., line of credit etc., staffing requirements and supplies).
- Have a method in place to document extra costs associated with a pandemic, which may be offset from compensation.

## **RESOURCES**

### **Government of Canada**

Pandemic Influenza Information Line 1.800.454.8302

Pandemic Influenza website [http://www.influenza.gc.ca/index\\_e.html](http://www.influenza.gc.ca/index_e.html)

### **Public Health Agency of Canada ( PHAC)**

Emerging Respiratory Infections for Health Professionals <http://www.phac-aspc.gc.ca/eri-ire/index-eng.php>

Flu Watch <http://www.phac-aspc.gc.ca/fluwatch/index-eng.php>

### **World Health Organization Epidemic and Pandemic Alert & Response**

[http://www.who.int/csr/disease/avian\\_influenza/en/index.html](http://www.who.int/csr/disease/avian_influenza/en/index.html)

### **Pandemic Influenza Plans**

**Federal:** Canadian Pandemic Influenza Plan for the Health Sector

Appendix G: Clinical Care Guidelines and Tools

Appendix F: Infections Control Guidelines

<http://www.phac-aspc.gc.ca/cpip-pclcpi/index-eng.php>

### **Canadian Medical Association**

[http://www.cma.ca/index.cfm?ci\\_id=50734&la\\_id=1](http://www.cma.ca/index.cfm?ci_id=50734&la_id=1)

### **Provincial Medical Association**

<http://www.albertadoctors.org>

## **ADDITIONAL RESOURCES**

Early Detection and Response Course of Health Professionals ( online CME, available November 2008)

CMA Policy Paper Caring in a Crisis: The Ethical Obligations of Physicians and Society During a Pandemic.

College of Physicians and Surgeons of Ontario Infection Control in Physician's Office.

<http://www.cpso.on.ca/Publications/publications.htm>

BC Centre of Disease Control Guidelines for Infection Prevention and Control in the Physician's Office.

<http://bccdc.org>