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1. Resident Reapplication Process

**** This year of your Residency is almost completed ****

Completion of on-line registration/re-appointment and payment of annual registration fee are requirements for continuation of training in the new academic year. Deadline to register is Tuesday, May 15, 2007.

<http://www.schulich.uwo.ca/singlesignon/>

Below is a listing of the steps to complete.

- * Return your signed letter of appointment to the PGE Office, UWO
- * Renew your CMPA membership www.cmpa.org or 1-800-267-7652
- * Register on-line with UWO and pay the annual registration fee
- * Return and complete your Immunization Release form to the PGE Office, UWO
- * Complete the London hospitals WHMIS training (to be completed every 5 years)

<http://www.lhsc.on.ca/priv/whmis/>

- * Complete the London hospitals Fire and Safety online training

<http://www.lhsc.on.ca/priv/fire/selflern.htm>

- * Ensure your N95 Mask fitting has not expired (must be renewed every 2 years)
- * Ensure your ACLS certification has not expired (must be renewed every 2 years). Please visit the following link, if you need to sign up to take the ACLS course:

http://www.londonhospitals.ca/departments/medical_affairs/courses/acls.php

For more information contact Maureen Macpherson, Professional Staff Relations Specialist, Medical Affairs, 685-8500 ext. 75113

2. Changes in Reporting of Deaths of Patients from LTC Facilities

A recent letter from the Office of the Chief Coroner has addressed changes to the reporting of deaths of patients from Long-Term Care facilities. A revised Institutional Patient Death Record (IPDR) has been issued to clarify when the death of a patient from Long-Term Care facilities must be reported to a LOCAL coroner in addition to a report being sent to the Office of the Chief Coroner. If any responses for questions 6-9 on the IPDR are 'Yes', the facility where the individual was transferred from must be contacted. The IPDR forms are available with the death documentation package in Admitting/Health Records. . To view the new form go to

http://www.londonhospitals.ca/departments/medical_affairs/departmental/index.php

3. Consent to Patient Photography

In February 2005, LHSC launched interim procedures for obtaining consent to patient photography, sound recording and/or videotaping. The applicable corporate policy has now been added to the corporate policy manual.

To determine the requirements for obtaining consent, completing and distributing the consent form, processing, storage, retention/destruction and withdrawal of consent, refer to the policy at: <http://www.lhsc.on.ca/priv/policy/GEN026.htm>.

Consent and release to photography, videography and/or sound recordings in a clinical setting forms have not changed and can be found at:

<http://www.lhsc.on.ca/priv/forms/inventry/84605679.pdf>

Please help us communicate the new policy to your departments. Knowing this policy will ensure that everyone at LHSC will take the necessary steps to comply with both our policy and the Personal Health Information Protection Act.

4. Patient Lists

There have been recent occurrences where patient lists have been printed and left in public areas. **This is privacy breach.** If this occurs the organization will be required to call each patient on the list to inform him or her of the breach of privacy. We appreciate your need to view this information to provide patient care but please ensure that all printed patient lists are disposed of in confidential waste bins located on every unit and floor.

5. Vigilance in Securing Call Rooms/Lounges

Just a reminder to ensure the main doors to the call rooms/lounge areas at UH/VH and SJH are locked behind you when entering. Please do not prop the doors open and be vigilant in reporting any suspicious behaviours to security (SJHC ext. 44555, LHSC-UH ext. 32281, LHSC-VH ext. 52281). Recently a flat screen monitor was stolen from the computer room in the call room/lounge area at VH.

6. Changes to the Current Dictation System

On **May 23, 2007** a new city-wide Dictaphone dictation system will be implemented for those physicians and Allied Health professionals that currently dictate on one of the existing central dictation systems. The existing dictation systems, Dictaphone and Lanier, have reached their capacity both from a hardware and software perspective.

Benefits to the new city-wide dictation system include (but not limited to):

- 1) One onsite LHSC/SJHC dictation telephone extension.
- 2) One offsite dictation telephone number.
- 3) City-wide numbering for common note types (e.g. Discharge Summary).
- 4) One city-wide LHSC/SJHC dictator ID.

There will be minimal changes to the current dictation process. If you currently use one of the central dictation systems, you will be notified of the changes in the next few weeks.

For more information contact the Project Lead, Charleen Sullivan, email: Charleen.Sullivan@lhsc.on.ca.

7. Prescriptions

Please remember to include your CPSO number and your telephone or pager number on written prescriptions.

8. N95 Fit Testing

Each Chair/Chief has received a list of their department members and Residents/Fellows who require fit testing. Fit testing must be redone every two years. There are a number of options to assist you with this process. You can arrange a time for Occupational Health to come to a meeting to complete this task and/or you can call Occupational Health directly and set up an appointment. The fit test takes about 20 minutes.

9. Discharge Planning Policy

The LHCS and SJHC Discharge Planning Policies are being finalized for implementation mid June. An implementation committee is completing a communication plan for Professional Staff, Residents, patients and families. An education plan includes training sessions for Physician leaders and they will commence May 7. All leaders are asked to conduct disseminate training with their staff between May 21 and June 8. The implementation date for the policy is June 11.

10. Shortage of Pneumococcal Polysaccharide Vaccine (PPV)

Due to a global shortage, there is a very limited provincial supply of Pneumococcal Polysaccharide Vaccine (PPV). The Health Unit has informed Pharmacy that orders are restricted and will be filled only when we provide the following info:

- * Patients Initials
- * Sex
- * Date of Birth
- * Risk Factor criteria met - please see link

http://www.lhsc.on.ca/priv/bulletin/bb_clinical/4614C456020000C30006EDFF.htm

Therefore, physicians should indicate in a patient order for PPV, which criteria the patient meets. The shortage is expected to continue until later this year. For any questions regarding this shortage please contact the Health Unit.

11. Paediatric pre-admit packages (8460-5698) now available

The paediatric pre-admit packages (8460-5698) are now available and can be ordered through the DDM. They will be available for delivery beginning April 12. All paediatric surgical offices, as well as Adult surgeons who care for Paediatric patients are being asked to start using the packages as soon as possible.

12. And the SJH Survey Says....

In the fall of 2006 SJH implemented an employee satisfaction survey. The results of this survey have been tabulated and are ready for dissemination. To learn about what was said about the SJH environment and what the next steps are you can attend any of the following sessions.

April 16, 2 - 3 pm, Mount Hope Auditorium
April 17, 1:30 - 2:30 pm, RMHC London, Wickware Auditorium
April 18, 1:30 - 2:30 pm, RMHC St. Thomas, Blue Room
April 19, 2 - 3:00 pm, Parkwood Hospital Auditorium
April 20, 1 - 2 pm, St. Joseph's Hospital, Shuttleworth

13. T2200 Forms

Conditions of Employment forms for 2006 can be requested from Cathy Slaa. (cathy.slaa@lhsc.on.ca) When requesting please let her know whether you had any out of London rotations in 2006 and where they were. Please see the attached link for an explanation of expenses that may apply to you. <http://www.cra-arc.gc.ca/E/pub/tg/t4044/t4044-e.html#chapter3>