

Appendix E

Aide Memoire of Matters to be Discussed at the Outbreak Meeting

Investigating the source of an outbreak

- Epidemiological studies
- Specimens:
 - Identify specimens and investigations required.
 - Collection and transport arrangements
 - Liaison with laboratory
- Consider if additional screening of patients and staff is required (also consider deliberate release, CBRN, SARS, Smallpox and advocate appropriate plans)

Control Measures

- Management of patients; isolation or cohort care
- Management of exposed patients
- Movement of unaffected, unexposed patients to other departments/facilities
- Rapid discharge/transfer of patients to clear beds
 - liaison between West Midlands Ambulance Service (WMAS) via telephone system or email if appropriate
 - transport arrangements
- Infection Prevention procedures for the clinical care of patients
 - Provide written instructions for clinical staff. If deviated from, ensure there is clearly documented evidence on the advice given
- Infection Prevention procedures for the protection of staff.
 - Provide written instructions for clinical staff. If deviated from, ensure there is clearly documented evidence on the advice given

Consider

- If immunisation is available
- Use of prophylactic medication
- Specific drug therapy for affected patients
- Use of infection control signage to alert staff and visitors entering and leaving the affected area/s
- Use of signage to re-route staff.
- Additional healthcare and support staff to manage increased workload.
- Special cleaning/disinfection/disposal procedures
 - Additional domestic staff
 - Additional collections of clinical waste
- Additional Supplies
 - Availability of alcohol-based hand rub
 - Protective clothing
 - Disposable equipment
 - Drugs
 - Laundry etc.

- Supply of additional cleaning products and waste bags etc.
- Restrictions on:
 - Visiting
 - Transfers
 - New admissions
- Closure of facilities:
 - Catering if food poisoning suspected.
 - Clinical departments as recommended.
 - Ventilation systems etc.
- Management arrangements for the support of clinical staff and Infection Prevention staff during the outbreak
- Monitoring the responsibility for monitoring results of samples
- Dailey review of epidemiology
- Documentation of the outbreak

Communications

- With patients and their relatives:
 - Lead responsibility (usually clinical care staff)
 - Consistency of information
 - Consider use of a written information leaflet (obtained from the Trust intranet IPCT pages)
 - Support for clinical staff
 - Production of posters and information
- With staff:
 - Lead responsibility usually managers, supported by Occupational Health
 - Consider anxiety over risks to self and family members.
 - Concerns regarding increased workload
 - Advice on personal protection
 - Ensure clear communication to all staff groups.
- With Switchboard:
 - Ensure they are informed of the outbreak provide clear instructions on actions to be taken.
- With the media:
 - Agree text for press statements.
 - Press officer or Comms to deal with enquiries, as agreed by Chair – Issue of regular bulletins.
- Liaison with other agencies:
 - UK Health Security Agency (UKHSA)
 - West Midlands Ambulance Service (WMAS)
 - Environmental Health (EH)
 - General Practitioners (GPs)
 - Communicable Disease Surveillance Centre (CDSC)

Key support services that may also need to be alerted are:

- Bank/Agency Staff Manager
- Catering Department

Putting Patients First



- Supplies/Sterile Supplies/Pharmacy
- Facilities Management
- Mortuary
- Estates Department
- Any other department or discipline specified by the Chair.



**Worcestershire
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