

Corrections Outbreak Checklist 7

Roles and Responsibilities

AHS Executive Director Correctional Health Services

All HCW/staff are responsible to review and be familiar with the [Guide for Outbreak Prevention & Control in Provincial Correctional Centres](#) and site-specific processes. This checklist is used in combination with those resources to outline the roles and responsibilities for the AHS Executive Director Correctional Health Services before, during and after an outbreak. These actions help protect everyone at the centre and ensure a coordinated response.

Task/Responsibility	Timeline/ Frequency ⁱ
<input type="checkbox"/> Maintain familiarity with the Guide for Outbreak Prevention & Control in Provincial Correctional Centres .	Ongoing
<input type="checkbox"/> Assume overall responsibility for maintaining health operations to provide optimal care for residents during an outbreak.	Ongoing
<input type="checkbox"/> Complete and distribute the “Urgent Notification to an Emerging Issue” form.	As required
<input type="checkbox"/> Participate in the Outbreak Management Team to assist in high-level decision making and management of provincial resources.	As required
<input type="checkbox"/> Provide representation in the Zone Emergency Operations Centre (if activated) to provide overall leadership relative to the Correctional Health response in an outbreak affecting more than one facility in the zone.	As required
<input type="checkbox"/> In consultation with the AHS Site Health Services Manager/designate, initiate a post outbreak debriefing to review and evaluate outbreak management and make recommendations for improvement.	Post outbreak

ⁱ **Ongoing:** Tasks that are completed throughout the outbreak period

As required: Complete task according to need (as necessary)

Post outbreak: Complete after the outbreak is ended