

Appendix 111-1

Memorandum of Agreement (MOA) to Operate the Simcoe County Flu Assessment Centre

Introduction:

In the event of a surge in demand for primary, urgent and emergency care as a result of - an influenza pandemic, the Simcoe County Flu Assessment Centre (“the Assessment Centre”) will be opened and operated in accordance with the following parameters.

Purpose:

The Assessment Centre will operate to facilitate timely medical assessment, and when appropriate further investigation and treatment, during an influenza pandemic for ambulatory patients who have the acute onset of an influenza-like-illness. This is to achieve the following:

- Allow patients to be assessed and when appropriate, treated within the 48 hour window period deemed to be most effective to prevent complications and severe disease requiring hospitalization, and
- Help to reduce the number of patients seeking care in other primary, urgent, and emergency care settings within the Barrie area of Simcoe County.

Underlying Assumption:

The contents of the MOA are based on the model of operations that was successfully established in November 2009 during the second wave of the H1N1 influenza pandemic.

Operational and Resource Commitments:

The following are commitments by the participating agencies that will work cooperatively to operate the Assessment Centre:

- 1. Assessment Centre Site:** The primary option for the location of the Assessment Centre will be the *Westminster Presbyterian Church*, 170 Steel Street, Barrie, Ontario.
- 2. Clinic Manager:** To be provided by the *Royal Victoria Hospital*, on a secondment basis with salaries paid by the hospital (seeking reimbursement from the province once available). Responsible for the overall direction of the Assessment Centre operations, supplies, layout, and the organization of all staff except physicians. The Clinic Manager will develop with *Simcoe County* the service agreements for security, environmental waste and housekeeping services within the Assessment Centre.
- 3. Provision of Agency Nursing Staff if and when needed:** To be provided by the *North Simcoe Muskoka Community Care Access Centre (CCAC)*, on a

secondment/availability basis with salaries paid by the Centre (seeking reimbursement from the province once available). The CCAC will also provide **payment to the Medical Director** at the provincially determined rate for physician payment (seeking reimbursement from the province once available). If required, the CCAC will provide 1- 2 Client Care Coordinators who volunteer to perform this function outside of their regular responsibilities. If needed, the CCAC will serve as the paymaster for staff not currently employed with one of our community partners (and will receive priority for payment from the province for these expenses). In the event, the Province does not pay the cost, the partners in the Assessment Centre will share equally in the cost and reimburse the CCAC.

4. **Medical Director:** To be filled by *Dr. Monica Wolnik*, Medical Director of the Huronia Urgent Care Clinic. Duties include recruiting physicians to work in the Assessment Centre (and maintaining a roster of physicians for this purpose), working with all staff to ensure optimal standards of care, and participation in medical shifts. Payment for services will be provided to all participating physicians once obtained from the province and at the rate determined by the province (with the payment to the Medical Director being provided by the CCAC, as noted in number 3). Supervision by telephone contact is an option, in keeping with the judgment of the Medical Director.
5. **Simcoe County Assessment Centre Committee:** Its purpose is to oversee the commencement (at the request of the Medical Officer of Health), operation and closure of the Assessment Centre, and to ensure effective collaboration among the member agencies. The Committee will conduct its business using the Incident Management System (IMS). Representatives will be appointed as members by the agencies listed in Appendix X of the "Findings on the Establishment of the Simcoe County Flu Assessment Centre".
6. **Provision of 2 Nurse Practitioners (NPs), and up to 1 Administrative Assistant (AA) FTE:** To be provided by the Simcoe Muskoka District Health Unit, on a secondment basis with salaries paid by the health unit (seeking reimbursement from the province once available). NPs to assess patients, investigate, diagnose and treat as appropriate. AA to provide data entry for patient records and clinic operations. The SMDHU will also provide wireless information technology for data entry at the Assessment Centre.
7. **Provision of 1 Nurse Practitioner (NP), and up to 2 Administrative Assistants (AAs) FTE:** To be provided by the Barrie and Community Family Health Team (FHT), on a secondment basis with salaries paid by the FHT (seeking reimbursement from the province once available). NP to assess patients, investigate, diagnose and treat as appropriate. AAs to provide data entry for patient records and clinic operations. The support provided by the BCFHT is based on the BCFHT nurse practitioners and administrative staff

agreeing to work at the assessment centre outside the scope of their normal work contracted with the BCFHT.

- 8. Finance Management (Finance and Administration Officer with the IMS Structure of the Simcoe County Assessment Centre Committee):** All expenses associated with the operation of the Assessment Centre will be submitted by the participating agencies to the Simcoe Muskoka District Health Unit for collation and submission to the province for reimbursement. The SMDHU will also maintain all data management and all medical records for the Flu Assessment Centre, and provide epidemiological analysis to the Simcoe County Assessment Centre Committee to assist in decision-making regarding the timing and duration of operations of the Assessment Centre.

- 9. Provision of EMS personnel, and the required clinic equipment and supplies (obtained from the province).** To be provided by the County of Simcoe, on a secondment basis with salaries paid by the County (seeking reimbursement from the province once available). This will be wholly dependant upon the situational demands placed on their paramedic service at the time of the event. EMS personnel will serve as supportive personnel, triaging patients as they arrive for care. The County will maintain documentation of the supplies and equipment requirements, and ensure the provision of lockable storage to be placed at the Assessment Centre when activated.

- 10. Media Communications:** The Royal Victoria Hospital and the Simcoe Muskoka District Health Unit will be the lead for media communications, drawing upon the media resources of the other partner agencies to ensure optimal public messaging. The SMDHU will provide information sheets for clients on general infection control and public health measures (including vaccination).

Signed:

Date: _____

Royal Victoria Hospital

Presbyterian Church, 170 Steel Street,
Barrie, Ontario

Medical Director
Huronian Urgent Care Clinic

Simcoe Muskoka District Health Unit

North Simcoe Muskoka
Community Care Access Centre

Barrie and Community
Family Health Team

County of Simcoe