

**Coordination of Tasks, Communication, and Follow-up between CD Coordinators and CHNs**

**Purpose:** *this tool is intended to be used between the Communicable Disease (CD) Coordinators and the Community Health Nurse (CHN) in a First Nations community to determine:*

- *What CCM tasks the CHN will take on and what CCM tasks Public health (PH) will do*
- *How information will be coordinated and communicated in a timely way to ensure seamless care and epidemiological monitoring, ongoing risk assessment and follow up with priority settings*

**When to use:** *This tool is to be completed when COVID-19 cases are identified in First Nations communities, when there are CHN staffing changes, or when there is a change in capacity of the CHN. It is the responsibility of the CD Coordinator/Clinical Coordinator and the CHN to reach out to each other to ensure the ongoing accuracy of this document.*

**Community:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **CHN:** \_\_\_\_\_

**NH CD Team/Clinical Coordinator:** \_\_\_\_\_

**Responsibility**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Case Initial Interview                                 | <input type="checkbox"/> CHN | <input type="checkbox"/> PH |
| 2. Contact Tracing (+/- settings/transmission assessment) | <input type="checkbox"/> CHN | <input type="checkbox"/> PH |
| 3. One call interview                                     | <input type="checkbox"/> CHN | <input type="checkbox"/> PH |
| 4. Contact Notification                                   | <input type="checkbox"/> CHN | <input type="checkbox"/> PH |

Notes: \_\_\_\_\_

**Situation Specific Actions:** It may be necessary to clarify roles, communication and follow up needed. These items are to be communicated to Public Health within **48 hours**.

**Comments:**

Completed by (name and position): \_\_\_\_\_ Date: \_\_\_\_\_

