



**Shared health**  
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Manitoba

## MEMO

**Date:** Monday, February 23, 2026

**To:** **WRHA & Shared Health Surgeons**  
**WRHA & Shared Health Anesthesiologists**  
**Surgery Support Staff**  
**WRHA & Shared Health Slating**

**From:** **Dr. Edward Buchel**  
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**Tara Bergner**  
Provincial Surgery Anesthesia Program Director, Shared Health

**cc:** **HSC Executive Team**  
**St. Boniface Hospital Executive Team**  
**Grace General Hospital Executive Team**  
**Seven Oaks General Hospital Executive Team**  
**Pan Am Clinic Executive Team**  
**Concordia Hospital Executive Team**  
**Victoria Hospital Executive Team**

**Re:** **Additional Guidelines in Regards to [“OR Surgical Case Scheduling Timelines”](#)**

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To work collaboratively with anesthesia and surgical sites, and to maximize resource utilization, the provincial surgical leadership is requesting the following enhanced notification regarding future unfilled slates and surgeon absences. Surgical sites will post open slates as soon as they are known.

Slate management and re-allocation within sections is still preferred. Only when the sections cannot re-assign open unfilled slates due to surgeon absence should the following process occur.



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### **SURGEONS**

1. All surgeons' known absences (vacation, conference, other) should be communicated to their respective sections prior to 3 months in advance (sections' individual discretion). If internal sectional re-assignment of slates does not result in full slate utilization, section leadership will communicate open slates to the affected surgical site leadership 3 months in advance.

### **SURGICAL SITES**

1. In all surgical sites with seven or more surgical slates per day:
  - a. Unfilled slates can be scrambled up to 4 weeks in advance of the date of absence. All unfilled slates except one will be closed at this point. The remaining slate will be scrambled until 2 weeks (HSC: 1 week) in advance of the unfilled date.
2. In all surgical sites with fewer than seven slates per day:
  - a. Unfilled slates can be scrambled up to 4 weeks in advance of the date of absence. Then all unfilled slates will be closed.

Ongoing re-evaluation of utilization rates per service and per surgeon will be done quarterly. Sites will begin using a new form (to be distributed shortly) to track reasons for short-notice OR cancellations.

Further information can be found here: [Provincial Surgical Services - Shared Health - Health Providers](#)