

OUTBREAK MANAGEMENT TEAM MEETING TEMPLATE

FACILITY: _____ UNIT: _____ DATE: DD / MM / YYYY TIME: _____

OUTBREAK INFORMATION	
DATE OUTBREAK DECLARED	DD / MM / YYYY
DATE OF LAST CASE	DD / MM / YYYY
OUTBREAK CODE	
CASUATIVE AGENT:	
CASE DEFINITION	

ATTENDEES	PRESENT	REGRETS

AGENDA ITEMS	DISCUSSION																											
1. Call to Order																												
2. Review of Action Log (see below)																												
3. Patient / Resident Update																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"># of new patient/resident cases since last meeting</td> <td></td> </tr> <tr> <td colspan="2">Total # of confirmed cases</td> <td></td> </tr> <tr> <td style="width: 50%;">Palliative</td> <td style="width: 50%;">Asymptomatic</td> <td></td> </tr> <tr> <td>Acutely III</td> <td>Mildly III</td> <td></td> </tr> <tr> <td colspan="2">Total # of patient/resident suspect cases</td> <td></td> </tr> <tr> <td colspan="2">Total # of pending specimens</td> <td></td> </tr> <tr> <td colspan="2">Total # of hospitalizations related to outbreak</td> <td></td> </tr> <tr> <td colspan="2">Total # of deaths related to outbreak</td> <td></td> </tr> <tr> <td colspan="2"># of occupied beds / # of total beds</td> <td style="text-align: center;">/</td> </tr> </table>	# of new patient/resident cases since last meeting			Total # of confirmed cases			Palliative	Asymptomatic		Acutely III	Mildly III		Total # of patient/resident suspect cases			Total # of pending specimens			Total # of hospitalizations related to outbreak			Total # of deaths related to outbreak			# of occupied beds / # of total beds		/	
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4. Staffing Update (each department to provide update)																												
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5. Family Concerns/Questions																												
6. Audit Update`																												
7. Supply Issues																												
8. Education Needs																												
9. Pharmacy / Medication Issues																												
10. New Business																												
11. Round Table																												
12. Date/Time of Next Meeting																												

ACTION LOG

ID	DESCRIPTION	DATE IDENTIFIED	TARGET DATE	OWNER
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
		DD / MM / YYYY	DD / MM / YYYY	
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