**Roles and responsibilities–stakeholders**

*NB: This table is an example only and has been modified from Section 6.2.6 Forming an outbreak management team (*[*CDNA influenza guidelines 2017*](http://www.health.gov.au/internet/main/publishing.nsf/Content/27BE697A7FBF5AB5CA257BF0001D3AC8/$File/RCF_Guidelines.pdf)*). Review by the facility and stakeholders is required.*

| **Stakeholders** | **Responsibilities** |
| --- | --- |
| ***(insert facility name)*** | * Notify Metro North Public Health Unit (MNPHU) within 24 hours of recognising an outbreak * Liaise with MNPHU daily (or as required), provide an updated line listing daily of resident/staff cases and provide copies of influenza vaccination registers for staff and residents * Form and lead an Outbreak Management Team (OMT) * Notify all stakeholders and maintain regular communications * Limit visitors to ill residents * Administer antiviral medications to residents as prescribed * Implement infection control practices that prevent further spread of respiratory diseases transmitted by the droplet and contact routes: * wash/rub hands frequently * use Droplet and Contact Precautions for ill residents * use appropriate personal protective equipment (PPE) * decrease movement of residents and staff within the facility * isolate ill residents * exclude ill staff/ contractors/ families * postpone communal dining and gatherings * increase frequency of environmental cleaning * promote and enable access to influenza vaccine for unvaccinated residents and staff |
| **General Practitioner/s** | * Prescribe antiviral medications for residents * Provide influenza vaccinations to unvaccinated residents * Ensure influenza vaccination details for residents are forwarded to the Australian Immunisation Register (AIR) * Regularly review and clinically manage ill residents * Complete pathology request forms for respiratory virus testing |
| ***(insert facility name)*** | * Store, label and dispense antiviral medications as per the *Health, Drugs and Poisons Regulation 1996* |
| ***(insert pathology service)*** | * Collect nasopharyngeal or throat swabs from affected residents for influenza nucleic acid test (NAT)/ Polymerase Chain Reaction (PCR) testing |
| **Hospitals** | * Maintain communications with the facility re: discharge planning |
| **Metro North Public Health Unit** | * Provide infection control advice and resources to assist the outbreak response * Coordinate deployment of antiviral medications for residents to the facility (if indicated) * Provide onsite infection control advice (if indicated) * Notify Infection Management and Prevention Services, the Patient Access Coordination Hub for Metro North Hospital and Health Services and the Residential Aged Care District Assessment and Referral (RADAR) when the outbreak is notified by the facility and when it is declared over. |
| **Families** | * Wash hands regularly or use alcohol-based hand rub * Implement Droplet and Contact Precautions if visiting an ill resident is essential * Avoid visiting the facility if unwell with a respiratory illness |
| **Residential Aged Care District Assessment and Referral Team (RADAR)** | * Provide clinical management advice for ill residents to avoid unnecessary transfer to hospital * Provide outreach clinical care to ill residents at the facility |
| ***(insert additional stakeholder/s as required)*** | * *(insert agreed responsibilities)* |