



Community Contact Tracing Of Notifiable Diseases Procedure

Procedure Number
WCDHB-PPHN-0003

Version Nos:
5

1. Purpose

This Procedure outlines the process for the community tracing of notifiable diseases, which is a means of preventing the spread of communicable diseases throughout the community.

2. Application

This Procedure is to be followed by all Community Nursing Staff throughout West Coast District Health Board (WCDHB).

3. Definitions

For the purposes of this Procedure:

Notifiable Disease is taken to mean any disease specified in either the First Schedule or Second Schedule of the Health Act 1956., or in the Tuberculosis Act 1948.

4. Responsibilities

For the purposes of this Procedure:

Medical Practitioners are to notify the Medical Officer of Health of any notifiable disease that they suspect or clinically diagnose.

Community Nursing Staff are to over-see all aspects of the contact tracing process.

Medical Officer of Health are to notify Community Nursing Staff of the need to undertake contact tracing.

5. Resources Required

This Procedure requires:

- i) Health Act (1956) – First and Second Schedules
- ii) Notifiable Disease Forms
- iii) Client Information
- iv) Crown Public Health Information Folder

6. Process

- 1.00 On receipt of referral notification, Community Nursing Staff are to initiate follow-up within 24 hours.
- 1.01 Community Nursing Staff are to make contact with and arrange an appointment with the client and their family/whanua/caregivers.
- 1.02 Community Nursing Staff are to undertake case management appropriate to the circumstances. This may include exclusion from work or school for the client and their family/whanau/caregiver.
- 1.03 Community Nursing Staff are to provide appropriate information and advice to the client and their family/whanau/caregiver.



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- 1.04 Appropriate treatment by Community Nursing Staff is to be initiated as and when instructed by the Medical Officer of Health.
- 1.05 Community Nursing Staff are to complete Contact Tracing Forms and provide other information (as required) to the medical Officer of Health.

7. Precautions And Considerations

- ➔ Staff to be aware of their obligation to ensure their own safety in a potentially infectious environment
- ➔ Community Nursing Staff need to be aware of their own immunisation status

8. References

Ministry of Health Communicable Disease Control Manual
Health Act (1956)

9. Related Documents

WCDHB Community Nursing Procedures
WCDHB Infection Control Procedures

Revision History	Version:	5
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