



**Procedure for Dissemination of Provincial Laboratory
Formulary Amendments to Stakeholders**

Issued by

Provincial Laboratory Formulary Advisory Council

Last Review/Update: December 2, 2019
Original Implementation Date: *Feb. 1, 2020*

1.0 Overview and Purpose

- 1.1 The purpose of this procedure is to describe the process for approval and release of Provincial Laboratory Formulary (PLF) communications, and to define the procedure for dissemination of PLF changes to stakeholders.

2.0 Policy Statements

- 2.1 All communications for general distribution are approved by the Provincial Laboratory Formulary Advisory Council (PLFAC). Items requiring communication include additions/deletions and other changes to the PLF and its test entries, or any other items deemed appropriate for broad communication by PLFAC.
- 2.2 All communication submitted for general distribution is organized and reviewed by the PLFAC communications working group prior to final approval by PLFAC. Following approval, these communications may be reviewed again by the PLFAC communications working group, if new changes are made and prior to release. This committee is also responsible for archiving all publicized documents.
- 2.3 The PLF website will serve as the primary repository of PLF documents, communications, and databases.
- 2.4 Dissemination of communications is directed through stakeholder organizations and offices of administrative leads representing stakeholder groups by the PLFAC communications working group, and following authorization by the Director of Clinical Laboratory Services.
- 2.5 PLF information is communicated to stakeholders in the form of: memos and letters of notification, newsletters, and through the PLF website.

3.0 Scope

- 3.1 This policy and procedure applies to all communications including, but not limited to, memos, newsletters, and webpage updates that are developed for informing of stakeholders about PLF related information.
- 3.2 This policy and procedure does not apply to emails, or documents in early preparatory stages that are released to smaller stakeholder teams for comment prior to wider publication.

4.0 Procedure

- 4.1 All finalized documents that are ready for distribution to stakeholders are first reviewed and approved by PLFAC. The PLFAC at this stage may recommend revisions.

- 4.2 The PLFAC co-chairs will assign a proposed release date to all documents approved for general distribution.
- 4.3 All approved documents with any recommended revisions, will be sent through the office of Director of Clinical Laboratory Services to the PLFAC communications working group for final review and finalizing of the communications, to produce PDF formatted communications materials, and/or to arrange distribution to stakeholders at proposed release dates.
 - 4.3.1 All communications receive final authorization for release by the Director of Clinical Laboratory Services prior to publication.
 - 4.3.2 The PLFAC communications working group will maintain an up to date database of key stakeholders for communications (See example in Appendix A)
- 4.4 The communications working group will communicate PLF item amendments in the following manner:
 - 4.4.1 Inform the Director of Clinical Laboratory Services and PLFAC of any database entry updates where communication to stakeholders is required.
 - 4.4.2 Provide the Director of Clinical Laboratory Services and PLFAC with electronic PDF format copies of communications scheduled for general distribution and/or for upload to the website.
 - 4.4.3 Provide the Director of Clinical Laboratory Services and PLFAC of any recommendations for changes to website content.
 - 4.4.4 Forward electronic PDF copies of communications to stakeholder organizations for further distribution.
 - 4.4.5 Confirm placement of all updated materials on the PLF website.

5.0 Definitions and Acronyms:

- **PLFAC – Provincial Laboratory Formulary Advisory Council :** A provincial committee operating under the Newfoundland and Labrador HCS Laboratory Reform Initiative. The PLFAC assists and advises on laboratory test utilization and development of a PLF.
- **PLF – Provincial Laboratory Formulary:** Continuously updated list of laboratory tests that can be ordered by physicians.
- **Stakeholders:** Physicians, Nurse Practitioners and other with test ordering privileges or others representing groups directly impacted.

6.0 Appendices

Appendix A.

List of Stakeholders for Dissemination of Provincial Laboratory Formulary Communications. (Last Updated: November 28, 2019)

Stakeholder Organization	Contact	Contact Address	Email address
Newfoundland and Labrador Medical Association (NLMA) ¹	Robert Thompson Executive Director (709) 726-7424 (302)	164A MacDonald Dr. St. John's, NL A1A 4B3	rthompson@nlma.nl.ca
	Lynn Barter Associate Executive Director (709) 726-7424 (306)	164A MacDonald Dr. St. John's, NL A1A 4B3	lbarter@nlma.nl.ca
Association of Registered Nurses of Newfoundland and Labrador (ARNNL) ²	Lynn Power, RN, MN Executive Director (709) 753-6173	55 Military Road St. John's, NL A1C 2C5	lpower@arnnl.ca
	Christine Fitzgerald Executive Assistant to the Executive Director & Council (709) 753-6183	55 Military Road St. John's, NL A1C 2C5	cfitzgerald@arnnl.ca
Laboratory Services Advisory Group (LSAG) ¹ and Provincial Director of Laboratory Medicine	Edward Randell Chair 729-3461	Dept of HCS P.O. Box 8700 St. John's, NL A1B 4J6	Edwardrandell@gov.nl.ca
College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL) ³	Chair 726-8546	120 Torbay Road Suite W100 St. John's, NL A1A 2G8	
Eastern Health Authority ⁴	Local Medical Advisory Committee, St. John's Institutional Dr. Kara Laing 777-1363	Dr. H.B. Bliss Murphy Cancer Centre 300 Prince Philip Dr St. John's, NL A1B 3V6	kara.laing@easternhealth.ca
	Local Medical Advisory Committee, Clarenville/Bonavista Dr. Veeragathy Vasanthan 466-5329	Dr. G.B. Cross Memorial Hospital P.O. Box 1300 Clarenville, NL AOE 1JO	veeragathy.vasanthan@easternhealth.ca
	Local Medical Advisory Committee, Burin/Grand Bank/St. Lawrence Dr. Justice Arthur	Burin Peninsula Healthcare Centre P.O. Box 340 Burin, NL	justice.arthur@easternhealth.ca

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	891-3377	AOE 1EO	
	Local Medical Advisory Committee, Rural Avalon Dr. Gary Baker 945-5176	Carbonear General Hospital 86 Highroad South Carbonear, NL A1Y 1A4	gary.baker@easternhealth.ca
	Community Medical Advisory Committee (St. John's Region) Dr. Fred Jardine 834-2039	Summerville Medical Clinic 130 Conception Bay Hwy CBS, NL A1W 3A6	ffjardine@gmail.com
	Dr. Oscar Howell VP-Diagnostic Imaging, Lab Services, Med Services, Surgery & Pharmacy 777-1308	Eastern Health Health Sciences Centre, Room 1351 300 Prince Philip Dr St. John's, NL A1B 3V6	oscar.howell@easternhealth.ca
Central Health Authority ⁴	Rural MAC Dr. Francois Dewet Chief of Rural Health/SMO 532-4281 (switchboard)	7 Hospital Road P. O. Box 190 Baie Verte Peninsula Health Centre Baie Verte, NL A0K 1B0	Francois.Dewet@centralhealth.nl.ca
	Regional MAC Dr. Mike Cohen GP - Windsor Clinic 489-3141 – Office	P. O. Box 885 Grand Falls-Windsor, NL A2A 2P7	Mcohen@cmpa.org
	CNRHC MAC Dr. Steven Parsons Obstetrician / Gynecologist Chief of Staff - CNRHC The Women's Health Network 489-5312 – Office	54 Union Street Grand Falls-Windsor, NL A2A 2E2	Steven.Parsons@centralhealth.nl.ca or steve_md00@hotmail.com
	JPMRHC MAC Dr. Bryan Woolridge Chief of Staff - JPMRHC	JPMRHC, Central Health 125 Trans Canada Highway Gander, NL A1V 1P7	Bryan.Woolridge@centralhealth.nl.ca
	Sean Tulk VP-Diagnostics, Info Mgmt; COO-GFW 292-2454	Central Health 50 Union Street Grand Falls-Windsor, NL A2A 2E1	sean.tulk@centralhealth.nl.ca
Western Health Authority ⁴	Dr. Stephen Murphy Medical Advisory Committee Chair 639-9181	Millbrook Mall Suite 304 Corner Brook, NL A2H 4B5	stephenmurphy@westernhealth.nl.ca
	Dr. Dennis Rashleigh VP Medical Services 709-637-5000,	Western Health P.O. Box 2005	dennisrashleigh@westernhealth.nl.ca

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	Ext. 5549	Corner Brook, NL, A2H 6J7	
Labrador-Grenfell Health Authority ⁴	Dr. Michael Jong Medical Advisory Committee Chair 709-897-2273	Labrador-Grenfell Health P. O. Box 7000, Station C Happy Valley-Goose Bay, NL A0P 1C0	mjong@hvgb.net
	Dr. Michael Jong VP Medical Services 709-897-2273	Labrador-Grenfell Health P. O. Box 7000, Station C Happy Valley-Goose Bay, NL A0P 1C0	mjong@hvgb.net
Provincial Association of Internes and Residents of Newfoundland (PAIRN) ¹	President Rasyidah Halim		pairn@mun.ca
Newfoundland and Labrador Council of Health Professionals (NLCHP) ⁵	Chair 745-7304	209 Blackmarsh Road St. John's, NL A1E 1T1	contact@nlchp.ca

¹For Information

²For distribution to Nurse Practitioners

³For distribution to membership

⁴For communication to Medical Advisory Committees

⁵For distribution to mid-wives