

**Thunder Bay Regional Health Sciences Centre**  
**DEPARTMENT CLOSURES – Holiday Period 2022-23 – Revised December 19, 2022**

DEPARTMENT	HOURS OF OPERATION / NOTES
Academics & Interprofessional Education	Closed December 26, 27 and January 2
Administration	December 26, 27 – Closed January 2 – Closed
Admitting	Full service
Ambulatory Care	December 25 - Closed January 1 – Closed December 26, 27, Jan 2, <i>*Weekend service</i>
Biomedical	December 26, 27 – Closed January 2 – Closed
Cafeteria	December 25 – 0800-1700 (hot grill only open until 1130) December 26, 27 – 0800-1700, no hot grill December 31 – January 2 – 0800-1700, no hot grill
Cancer Centre	December 26 , 27 – Closed January 2 – Closed
Capital & Program Development	December 26, 27 – Closed January 2 – Closed
Cardiac Cath Lab	Closed December 23 & 26 and January 2
Cardiac Diagnostics	<b>Echo:</b> December 25 – Day shift scheduled for Urgent IP; On call for the evening <b>Stress Testing:</b> December 23 –December 28 and January 2 – Closed <b>Holters:</b> December 26, 27 and January 2 – Closed
Cardiovascular Rehabilitation	December 26 & 27– Closed January 2 – Closed
Clinical Genetics Program – Suite 300B, 984 Oliver Rd. (Prevention & Screening Clinical Services)	December 26, 27– Closed January 2– Closed
Clinical Research Services Department (including Trials)	December 26 & 27 – Closed January 2 – Closed
Communications & Engagement	December 26 & 27 – Closed January 2 – Closed

<b>Complex and Chronic Disease (Bariatrics, CCDC)</b>	Centre for Complex Diabetes Care (CCDC) – Closed December 26, 27, January 2 Regional Bariatric Care Centre & Paediatric Healthy Living Program: Closed December 26, 27, January 2
<b>Complex Malignant Hematology (on Unit 1A)</b>	December 26, 27– Closed January 2 – Closed
<b>COVID-19 Assessment Centre</b>	December 25– Closed January 1 – Closed
<b>Decision Support</b>	Closed December 26 & 27 and January 2
<b>Diagnostic Imaging</b>	<b>Radiology:</b> December 25, 26, 27 and January 1, 2: Weekend staffing but 24-hour coverage <b>Interventional Angiography:</b> Closed December 25, 26, 27 and January 1, 2 <b>CT:</b> December 25, 26, 27 and January 1, 2: Weekend hours (0730-2330). Call after 2330 hours. <b>Mammography:</b> Closed December 25, 26, 27 and January 1, 2 <b>MRI:</b> Open Dec. 24 days; on call starting at 1530 Closed Dec. 25; on call 24 hrs/day Open Dec. 26 days; on call starting at 1530 Open Dec. 27 – 30 24 hrs/day Open Dec. 31 days; on call 1530 - 0730 Open Jan. 1 days; on call 1530 – 2330 Open Jan. 2 onwards 24 hrs/day <b>Nuclear Medicine:</b> Closed December 25, 26, 27 and January 1, 2 <b>Ultrasound:</b> December 25, 26, 27 and January 1, 2 - ED and in-patient services; 7am-11pm (always on call 11pm-7am)
<b>EEG (Electroencephalogram) Service</b>	December 26, 27 – Closed January 2 - Closed <b>(Not open on weekend)</b>
<b>Emergency Preparedness</b>	Closed December 26 & 27 and January 2
<b>Endoscopy</b>	December 23-27 Closed (Staff available on call) January 2– Closed (Staff available on call)
<b>Finance</b>	December 25 – Closed December 26 – Closed December 27 – Closed January 1 – Closed January 2 – Closed
<b>Foundation Office</b>	December 26 – Closed December 27 – Closed January 2 – Closed
<b>Forensic Mental Health Services</b>	<b><u>Out-patient Department:</u></b> December 26, 27 – Closed January 2– Closed

<b>Fracture Clinic</b>	December 25, 26, 27– Closed January 1, 2– Closed
<b>Health Professions and Collaborative Practice</b>	See “Professional Practice”
<b>Health Records</b>	<p><b>Main Health Records</b>  <b>During STAT holidays, the primary contact for Health Records will be the Administrative Coordinator for urgent requests.</b>  Dec 24 – 0800-1600  Dec 25 – CLOSED  Dec 26 – CLOSED  Dec 27 – 0800-1600  Dec 28 – 30 – 0700-2200  Dec 31 – 0800-1600  Jan 1 – CLOSED  Jan 2 – 0800-1600</p> <p><b>ICP Health Records</b>  Dec 24, 25, 26, 27 – CLOSED  Dec 28 – 30 – Regular hours 0800-1700  Jan 1 &amp; 2 – CLOSED</p>
<b>Hospital Elder Life Program (HELP)</b>	HELP Coordinator, Clinical Nurse Specialist and Volunteers unavailable from December 23- January 3 (inclusive)
<b>Hospitalist Office</b>	Closed December 26, 27 and January 2
<b>Housekeeping</b>	Regular Hours
<b>Human Resources</b>	Closed December 26 & 27 and January 2
<b>Infection Prevention and Control</b>	December 24 & 25 – Closed
<b>Information Systems/Information Technology</b>	Dec 25 - No staff on site, after hours on-call emergency support only Dec 26 - No staff on site, after hours on-call emergency support only Dec 27 - No staff on site, after hours on-call emergency support only Dec 28 - Dec 30- Normal business operations, after hours through on-call emergency support Jan 1 - No staff on site, after hours on-call emergency support only Jan 2 - No staff on site, after hours on-call emergency support only
<b>Internal Medicine Clinic (IMC)</b>	Dec 24, 25, 26, 27, 31 – Closed January 1, 2 – Closed
<b>Laboratory</b>	<b>Cytogenetics and Molecular Testing:</b>

	<ul style="list-style-type: none"> <li>• Send-out for Cytogenetics and Molecular is not available on Fridays due to courier times (standard protocol).</li> <li>• This practice will not change over the Christmas or New Year Holiday period. <ul style="list-style-type: none"> <li>○ Thursday, December 22 – Samples must be received in the lab no later than 1200 (noon)</li> <li>○ Friday, December 23 – Cytogenetics/Molecular not available</li> <li>○ Monday, December 26 – Cytogenetics/Molecular not available</li> <li>○ Tuesday, December 27 – Cytogenetics/Molecular not available</li> <li>○ Thursday, December 29 – Samples must be received in the lab no later than 1200 (noon)</li> <li>○ Friday, December 30 – Cytogenetics/Molecular not available</li> <li>○ Monday, January 2 – Cytogenetics/Molecular not available</li> </ul> </li> </ul> <p><b><u>Histology/Pathology/Cytology:</u></b>  Closed December 26, 27 and January 2  *Quick Sections still available with Pathologists on call.</p> <p><b><u>Flow Cytometry:</u></b>  Friday, December 23 – Samples must be received in the lab no later than 1200 (noon)  Closed December 26, 27  Friday, December 30 – Samples must be received in the lab no later than 1200 (noon)  Closed January 2</p> <p><b><u>Sample Send-out:</u></b>  Closed December 26, 27 and January 2</p>
<b>Laboratory Out-patient</b>	Closed December 26, 27 and January 2
<b>Laundry/Linen Services</b>	Regular Hours
<b>Mail Room</b>	Closed December 26, 27 and January 2
<b>Maternity Centre</b>	December 26, 27 – Closed January 2 – Closed
<b>Medical Affairs</b>	Closed December 26, 27 and January 2
<b>Medical Device Reprocessing Department</b>	December 25 - regular hours December 26 - closed midnight shift only 2330-0730 December 27 - closed midnight shift only 2330-0730 January 1 - regular hours January 2 - closed midnight shift only 2330-0730
<b>Medical Transitions Clinic (MTC)</b>	Dec 24, 25, 26, 27, 31 – Closed January 1, 2 – Closed

<b>Mental Health Services</b>	<b><u>Out-patient Areas:</u></b> December 26, 27– Closed January 2– Closed
<b>Northwest Region Pre-hospital Care Program</b>	December 26, 27, – No Coverage/Service January 2 – No Coverage/Service
<b>Nurse Led Outreach Team (NLOT)</b>	December 26, 27 – No Coverage/Service January 2 – No Coverage/Service
<b>Nutrition &amp; Food Services</b>	No change to the operation's hours. Open from 5:00 am till 7:45 pm
<b>Occupational Health &amp; Safety</b>	Closed December 26 & 27 and January 2
<b>Operating Room (SDC and PACU to staff to accommodate the OR)</b>	December 23-27 closed, 1 non elective room December 28, 29, 30 – 6 elective rooms running December 31-January 1, 2 – 1 non elective room January 3– Resume regular service
<b>Pacemaker Clinic</b>	December 23, 26, 30– Closed January 2 – Closed
<b>Paediatric Out-patients (POP)</b>	December 26, 27 – Closed January 2 – Closed
<b>Patient Billing (Cashiers)</b>	December 24 – 9:00 – 5:00 December 25 & 26 – Closed December 27 – 9:00 – 5:00 January 1 – Closed January 2 – 9:00 – 5:00
<b>Patient &amp; Family Centred Care (PFCC) / Patient Advocate/Care Partner Liaison (CPL)</b>	<b>PFCC &amp; Patient Advocate:</b> Available December 26, 27 and January 2 from 8:00 AM to 4:00 PM <b>ED and In-Patient Care Partner Liaison:</b> December 24 modified hours 8:30 AM to 4:30 PM, December 25 closed, December 26 full coverage. ED CPL January 1 11:00 AM to 8:00 PM and January 2 full coverage
<b>Payroll</b>	Closed December 26, 27 and January 2
<b>Main In-Pharmacy</b>	December 24-27: 0800-1700hrs December 28-30: 0800-1800hrs December 31-January 2: 0800-1700hrs <i>*Pharmacist on call after hours</i>
<b>Cancer Centre Pharmacy</b>	December 26-27 Closed January 2 Closed
<b>Specialty Pharmacy</b>	December 26-27 Closed January 2 Closed
<b>Physical Plant/Maintenance</b>	December 26, 27 – Closed January 2 – Closed
<b>Portering</b>	Regular Hours
<b>Preadmission Clinic</b>	December 25, 26, 27 – Closed January 1, 2 – Closed

<b>Prevention &amp; Screening Clinical Services – Suite 401, 984 Oliver Rd.</b>	December 26, 27, – Closed January 2 – Closed
<b>Print Shop</b>	Closed December 26, 27 and January 2
<b>Privacy Office</b>	Closed December 26, 27 and January 2
<b>Professional Practice</b>	Closed December 26, 28 and January 3
<b>Psychiatry Services</b>	Closed December 20-31 inclusive <ul style="list-style-type: none"> <li>• <b>No new ECT assessments or non-emergency ECT start-ups except for emergency ECT</b></li> <li>• <b>Limited access to: Out-patient Brief Intervention Treatment Team services and non-emergency Consultation-Liaison assessments</b></li> <li>• <b>Reduced number of physicians covering multiple on-calls</b></li> </ul>
<b>PFT (Pulmonary Function Testing) Lab</b>	December 23, 26, 27, 30– Closed January 2 – Closed
<b>Purchasing</b>	Closed December 26, 27 and January 2
<b>Quality &amp; Risk Management</b>	December 26 & 27 – Closed January 2 – Closed <b>Bioethicist Services:</b> Follow regular process – requests to be monitored.
<b>Rapid Access Clinic (RAC) Includes Orthopaedic Central Intake, Endo and Surgical Central Intake and Remote Patient Monitoring</b>	December 26, 27– Closed January 2 – Closed
<b>Rehabilitation Services</b>	December 25, January 1 – Closed December 26, January 2– Weekend service Regular service all other days
<b>Renal Program</b>	<b>Home Hemodialysis:</b> Closed December 25 and January 1 <b>Hemodialysis:</b> Closed December 25 and January 1 <b>Multi-Care Kidney Clinics:</b> Closed Dec 25, 26 and Jan 1, 2 <b>Peritoneal Dialysis (PD):</b> PD Unit will remain open through the season
<b>Research Department (TBRHRI)</b>	December 26 & 27 – Closed January 2 – Closed
<b>Screen for Life Coach</b>	December 24 – January 2, Inclusive - Closed
<b>Seasons Gift Shop</b>	December 24 – January 2, Inclusive - Closed
<b>Security</b>	Continued 24/7 full service throughout the holiday schedule
<b>Spiritual &amp; Religious Care</b>	Closed December 26, 27 inclusive and January 2 <i>* On-call only, available 0800-2300hrs</i>

<b>Staffing Office</b>	Closed December 25 Closed at 6 PM December 31
<b>Stores</b>	December 25 <sup>th</sup> and January 1 <sup>st</sup>
<b>Strategy &amp; Performance</b>	Strategy and Performance will be closed on the stat holidays. December 26, 27– Closed January 2 – Closed
<b>Stroke Prevention Clinic</b>	December 26, 27– Closed January 2 – Closed <b>(Not Open on Weekend)</b>
<b>Switchboard</b>	Switchboard will be full service
<b>Tamarack House</b>	Closed December 23 at 1600hrs and reopens December 27 at 1600hrs Closed December 30 at 1600hrs and reopens January 2 at 1600hrs
<b>Telemedicine</b>	December 24, 25, 26, 27, 31 – Closed January 1, 2 – Closed
<b>Utilization Management</b>	December 26, 27 – Closed January 2 - Closed
<b>Volunteer Services</b>	Closed December 26 & 27 and January 2