

Thunder Bay Regional Health Sciences Centre
DEPARTMENT CLOSURES – Holiday Period 2024-25 – Revised December 12, 2024

DEPARTMENT	HOURS OF OPERATION / NOTES
Academics & Interprofessional Education	Closed December 25, 26 and January 1
Administration	December 25, 26 – Closed January 1 – Closed
Admitting	Full service
Ambulatory Care	December 25 - Closed January 1 – Closed December 26, * <i>Weekend service</i>
Biomedical	Closed December 25, 26 and January 1
Cafeteria	December 23, 24, 26, 27, 28, 29 & January 1 – 9:00am - 3:00pm (hot grill open 9:00am-12:00pm) December 25 – 8:00am - 3:00pm (hot grill open 8:00am-12:00pm)
Cancer Centre	December 25, 26– Closed January 1 – Closed
Capital & Program Development	Closed December 25, 26 and January 1
Cardiac Cath Lab	Closed December 25 & 26 and January 1
Cardiac Diagnostics	Echo: Normal hours of operation except Dec 25 th hours: 7:00 AM – 3:00 PM Stress Testing: Closed December 24, 25, 26, 30 and January 1 Holters: December 25, 26 and January 1 – Closed
Cardiovascular Rehabilitation	Closed December 25, 26 and January 1
Clinical Genetics Program – Suite 300B, 984 Oliver Rd. (Prevention & Screening Clinical Services)	December 25 & 26– Closed January 1– Closed
Clinical Research Services Department (including Trials)	December 25 & 26 – Closed January 1 – Closed
Communications & Engagement	December 25 & 26 and January 1 – Closed

Complex and Chronic Disease (Bariatrics, CCDC)	Centre for Complex Diabetes Care (CCDC) – Closed December 25, 26, January 1 Regional Bariatric Care Centre & Paediatric Healthy Living Program: Closed December 25, 26, January 1
Complex Malignant Hematology (on Unit 1A)	December 25 – Closed January 1 – Closed
Cyclotron	Closed December 25 & 26 and January 1
Decision Support	Closed December 25 & 26 and January 1
Diagnostic Imaging	<p><u>Nuclear Medicine</u> Closed December 25th, 26th and January 1st</p> <p><u>PET/CT</u> No PET availability Dec 24th, 26th and 31st – due to no isotope supply. Regular schedule resumes starting Jan 2, 2025.</p> <p><u>Interventional Radiology</u> Closed December 25th, 26th and January 1st for scheduled procedures On call service available during closure for emergencies</p> <p><u>Radiology</u> Weekend staffing levels December 25th, 26th and January 1st but 24hour coverage Fluoroscopy closed December 25th, 26th and January 1st</p> <p><u>Ultrasound</u> Weekend staffing levels December 25th, 26th and January 1st</p> <p><u>MRI</u> December 24th closed at 1530 December 25th closed December 26th reopen at 1530 December 31st closed at 1530 January 1st closed January 2nd reopen at 0730 No midnight staffing December 23rd to December 27th On call service is available for emergency cases during closures, please follow proper process for utilizing call services</p> <p><u>CT</u> Weekend staffing level December 25,26 and January 1st No scheduled midnight CT staff December 24th and 31st but on call service available</p> <p><u>Mammography</u> Closed December 25th, 26th and January 1st</p>
EEG (Electroencephalogram) Service	December 25, 26– Closed January 1 - Closed (Not open on weekend)

Emergency Preparedness	Closed December 25, 26 and January 1
Endoscopy	December 24-26 Closed (Staff available on call) January 1– Closed (Staff available on call)
Finance	December 25 – Closed December 26 – Closed January 1 – Closed
Foundation Office	December 25 – Closed December 26 – Closed January 1 – Closed
Forensic Mental Health Services	<u>Out-patient Department:</u> December 25, 26 – Closed January 1– Closed
Fracture Clinic	December 25, 26– Closed January 1– Closed
Health Professions and Collaborative Practice	See “Professional Practice”
Health Records	Main Health Records During STAT holidays, the primary contact for Health Records will be the Administrative Coordinator for urgent requests. Dec 24 – 0800-1600 Dec 25 – CLOSED Dec 26 – CLOSED Dec 27 – 31 – 0800-1600 Jan 1 – CLOSED Jan 2 – 0800-1600 ICP Health Records Dec 24, 25, 26 – CLOSED Dec 27 – 29 – Regular hours 0800-1700 Jan 1 – CLOSED Jan 2 – 0800-1700
Hospital Elder Life Program (HELP)	Closed from December 25 to January 2
Hospitalist Office	Closed December 25, 26 and January 1
Housekeeping	Regular Hours

Human Resources	Closed December 25 & 26 and January 1
Indigenous Health Hub	Closed December 25 & 26 and January 1
Infection Prevention and Control	December 24 0630-1530 December 25 (No staff on site, on call support only) 730-330 December 26 0630 – 1530 December 27-30 Normal IPAC hours Dec 31 0630 – 1600 January 1 0630 - 1630
Information Systems/Information Technology	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 - Dec 31 - Normal business operations, after hours through on-call emergency support Jan 1 - No staff on site, after hours on-call emergency support only
Internal Medicine Clinic (IMC)	December 25, 26 & January 1 Closed
Laboratory	<p><u>Cytogenetics and Molecular Testing:</u></p> <ul style="list-style-type: none"> • Send-out for Cytogenetics and Molecular is not available on Fridays due to courier times (standard protocol). • This practice will not change over the Christmas or New Year Holiday period. <ul style="list-style-type: none"> ○ Monday, December 23 – Cytogenetics/Molecular available before noon ○ Tuesday, December 24 – Cytogenetics/Molecular not available ○ Wednesday, December 25 – Cytogenetics/Molecular not available ○ Thursday, December 26 – Cytogenetics/Molecular not available ○ Friday, December 27 – Cytogenetics/Molecular not available ○ Monday, December 30 – Cytogenetics/Molecular available before noon ○ Tuesday, December 31 – Cytogenetics/Molecular not available ○ Wednesday, January 1 - Cytogenetics/Molecular not available <p><u>Histology/Pathology/Cytology:</u> Closed December 25, 26 and January 1 *Quick Sections still available with Pathologists on call</p> <p><u>Flow Cytometry:</u> December 24 – not available for routine testing – urgent (Acute) cases only - please call ext: 6606 for Lab Director approval December 25, 26 - CLOSED December 27 – not available for routine testing – urgent (Acute) cases only - please call ext: 6606 for Lab Director approval December 30 – Available before noon December 31- not available for routine testing – urgent (Acute) cases only - please call ext: 6606 for Lab Director approval</p>

	<p>January 1 - CLOSED</p> <p>Sample Send-out: Closed December 25, 26 and January 1</p> <p>Laboratory Administration/Leadership: Closed/Off December 25, 25 and January 1st; Contact Lab Manager for emergencies, only.</p> <p>Other Laboratory Services Departments: Biochemistry, Hematology, Transfusion Medicine, Microbiology, POCT (Point of Care Testing) testing/service remains unchanged (24-7-365)</p>
Laboratory Out-patient	Closed December 25, 26 and January 1
Laundry/Linen Services	Regular Hours
Mail Room	Closed December 25, 26 and January 1
Maternity Centre	December 25, 26 – Closed January 1 – Closed
Medical Affairs	Closed December 25, 26 and January 1
Medical Device Reprocessing Department	December 24 – closed at 2330 - 0730 December 25 – closed at 2330 - 0730 December 26 – closed at 2330 - 0730 December 31 – closed at 2330 - 0730 January 1 – closed at 2330 - 0730 All hours remain the same except for the 3 midnight shifts above
Medical Transitions Clinic (MTC)	December 25, 26 and January 1 - closed
Mental Health Services	Out-patient Areas: December 25, 26– Closed January 1 – Closed
Northwest Region Pre-hospital Care Program	December 25, 26 – No Coverage/Service January 1 – No Coverage/Service
Nurse Led Outreach Team (NLOT)	December 25, 26 – No Coverage/Service January 1 – No Coverage/Service
Nutrition & Food Services	No change to the operation's hours. Open from 5:00 am until 7:45 pm
Occupational Health & Safety	Closed December 25 & 26 and January 1
Operating Room (SDC and PACU to staff to accommodate the OR)	December 24, 25, 26, Jan 1 closed, 1 non elective room
Pacemaker Clinic	December 25 & 26 - Closed January 1 – Closed

Paediatric Out-patients (POP)	December 25, 26 – Closed January 1 – Closed
Patient Billing (Cashiers)	December 23 – 7:30 am – 7:30 pm December 24 – 7:30 am – 4:00 pm December 25 & 26 – Closed December 27 – 7:30 am – 7:30 pm December 31– 7:30 am – 4:00 pm January 1 – Closed January 2 – 7:30 am – 7:30 pm
Patient & Family Centred Care (PFCC) / Patient Advocate	Closed December 25, 26 and January 1
Payroll	December 25 – Closed December 26 – Closed January 1 – Closed
Main In-Pharmacy	December 23: 8:00 am – 6:00 pm December 24: 8:00 am – 6:00 pm December 25 – 8:00 am – 5:00 pm December 26 – 8:00 am – 5:00 pm December 27-30: 8:00 am – 6:00 pm January 1: 8:00 am – 5:00 pm <i>*Pharmacist on call after hours</i>
Cancer Centre Pharmacy	December 25-26 Closed January 1 Closed
Specialty Pharmacy	December 25-26 Closed January 1 Closed
Physical Plant/Maintenance	Closed December 25, 26 and January 1
Portering	Regular Hours
Preadmission Clinic	December 25, 26, 27 – Closed January 1– Closed
Prevention & Screening Clinical Services – Suite 401, 984 Oliver Rd.	December 25, 26 – Closed January 1 – Closed
Print Shop	Closed December 25, 26 and January 1
Privacy Office	Closed December 25, 26 and January 1
Professional Practice	Closed December 25, 26 and January 1
Psychiatry Services	Closed December 20-31 inclusive <ul style="list-style-type: none"> • No new ECT assessments or non-emergency ECT start-ups except for emergency ECT • Limited access to: Out-patient Brief Intervention Treatment Team services and non-emergency Consultation-Liaison assessments

	<ul style="list-style-type: none"> • Reduced number of physicians covering multiple on-calls
PFT (Pulmonary Function Testing) Lab	December 25 & 26– Closed January 1 – Closed
Purchasing	Closed December 25, 26 and January 1
Quality & Risk Management	December 25 & 26 and January 1 – Closed Bioethicist Services: unavailable December 23 - January 3
Rapid Access Clinic (RAC) Includes Orthopaedic Central Intake, Endo and Surgical Central Intake and Remote Patient Monitoring	December 25, 26– NP coverage for Remote Patient Monitoring January 1 – NP coverage for Remote Patient Monitoring
Rehabilitation Services	December 25– Closed December 26, January 1– Weekend service Regular service all other days
Renal Program	Home Hemodialysis: Closed December 25, 26 and January 1 In-Centre Hemodialysis: In-Centre hemodialysis, Sioux Lookout Dialysis and Fort Frances Dialysis: Open: Dec. 22, 23, 24, 26, 27, 29, 30 and 31 Closed Dec. 25 th and Jan. 1 st Multi-Care Kidney Clinics: Closed Dec 25, 26 and Jan 1 Peritoneal Dialysis (PD): PDU is open 7 days from 0700 hrs to 2300 hrs
Research Department (TBRHRI)	December 25 & 26 – Closed January 1 – Closed
Screen for Life Coach	December 24, 25, 26 & 31 – Closed January 1 - Closed
Seasons Gift Shop	December 24 - 0900-1300 December 25 – January 1, Inclusive - Closed
Security	Continued 24/7 full service throughout the holiday schedule
Sexual Assault Domestic Violence	December 25, 26 & January 1 – Closed. Will have on-call coverage for acute cases
Spiritual & Religious Care	Closed December 25, 26 inclusive and January 1 <i>*On-call only, available 0800-2300hrs</i>
Staffing Office	Closed at 8 pm on December 24 Closed on December 25
Stores	Closed December 25 and January 1
Strategy & Performance	Strategy and Performance will be closed on the stat holidays. December 25, 26– Closed January 1 – Closed

Stroke Prevention Clinic	December 25, 26– Closed January 1 – Closed (Not Open on Weekend)
Switchboard	Switchboard will be full service
Tamarack House	Closed December 24 at 1600 – reopen December 26 at 1600
Telemedicine	December 25, 26 – Closed January 1 – Closed
Utilization Management	December 25, 26 – Limited Support January 1 – Limited Support
Volunteer Services	Closed December 25 & 26 and January 1