Saskatchewan Health Authority (logo)	**Title:** Adding a Physician/Practitioner staff* to the Registry **Role performing Activity:** Fit Tester, Area Administrator, Practitioner Staff Affairs (PSA) and staff responding to emails at info@saskdocs.ca

WORK STANDARD	**Location:** Respirator Protection Program homepage	**Department/Unit:** Quality & Safety
	Document Owner: Garrett Neil, Director Quality & Safety, North	**Date Prepared:** August 12, 2021
	Last Revision: April 13, 2022	**Date Approved:**
	Related Policies/Documentation Refer to Intranet Home > Departments, Programs & Resources > Quality and Safety > Respiratory Protection Program for related Work standards, documents and training materials (click on link in *Location* above)	

Work Standard Summary: Follow the steps below when you identify that a physician/practitioner staff*member is not listed in the Respirator Registry. The steps outline the process required to add a physician/practitioner staff* member name to the Respirator Registry so that their Fit test status and details can be recorded.

<table>
<tr><td colspan="2" align="center">PRIVACY ALERT:
Entrance and use (including viewing) of electronic records must follow the need-to-know principle for your assigned job duties. Users are not to use these records to view records except as defined or their use will be assessed as a Privacy Breach per SHA Policy 07-003.</td></tr>
<tr><td>1.</td><td>If the physician/practitioner staff* member's name does not appear in the Respirator Registry, the fit tester will email the RespiratorRegistrySupport@saskhealthauthority.ca ;

➢ Type your city/town in the subject line
➢ Attach a copy of the Respirator Protection Screening and Documentation Form & Respirator Fit Test Training and Commitment Form
➢ Include the following information:
    o physician/practitioner staff* name,
    o area/city and department they are (or will be) practicing, and
    o A copy of their fit test record.</td></tr>
<tr><td>2.</td><td>Upon receipt of the email, the Area Administrator will forward it to the following email address info@saskdocs.ca;

➢ In the subject line, type <i>'Physician/practitioner staff* missing from the Respirator Registry'</i>,
➢ In the body, request that the physician/practitioner staff* identified be added to the database at PSA,
➢ Retain copies of the Respirator Protection Screening and Documentation Form & Respirator Fit Test Training and Commitment Form, in order to update the Respirator Registry at a later date.

Proceed to step 4.</td></tr>
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3.	**Practitioner Staff Affairs/saskdocs**
	➢ Will connect with their team to find out the physician/practitioner staff* start date and other details as required.
	➢ Will enter the information into their database (this will automatically be updated in the Respirator Registry the following day)
	➢ Reply back to the original request sent from the Respirator Registry Support mailbox to notify them the physician/practitioner staff* has been added to the PSA database
	Please note: *This step is necessary to flag the Respirator Registry team as to when the changes have been made so they can update the physician/practitioner staff* fit test status and respirator details.*
4.	The **Area Administrator** will refer back to the Respirator Protection Screening and Documentation Form to;
	➢ Update the physician/practitioner staff* fit test status and respirator details in the Respirator Registry,
	➢ Indicate the information has been entered into the Respirator Registry on the Respirator Protection Screening and Documentation Form,
	➢ Retain the Respirator Protection Screening and Documentation Form & Respirator Fit Test Training and Commitment Form as outlined in the **record keeping** section of the work standard 'Fit Test Information Flow'.