INTRODUCTION/BACKGROUND
Report outlining the activities at the Norwich Medical Centre for November 2017.

MONTHLY DEPARTMENTAL ACTIVITIES

1. Medical Student: The placement of Dr. Jeffries’ medical student from the Northern Ontario School of Medicine ended on the 24th of November. The placement went very well, and the office has confirmed availability for the next placement, scheduled for February 5th through March 4th, 2018.

2. Medical Centre Staffing: The Medical Centre is currently recruiting for a part-time Medical Receptionist, with the posting set to close on December 15th.

3. Patient Wait List: Eight new patients have been added to the practices since the beginning on November.

4. Christmas Schedule: As in past years, the Medical Centre will have reduced hours and staffing over the holiday season, beginning on Friday, December 22. Additional appointments have been reserved the week prior to Christmas and the week following New Year’s Day for acute care appointments.

Expected Holiday Office Hours
- Friday, December 22  8am – 12pm
- Monday, December 25  CLOSED
- Tuesday, December 26  CLOSED
- Wednesday, December 27  8am – 12pm
- Thursday, December 28  8am – 12pm
- Friday, December 29  8am – 12pm
- Monday, January 1  CLOSED
RECOMMENDATION
That Report MED 2017-16, Medical Centre November 2017 Activity Report, be received as information.

ATTACHMENTS
- None

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CAO / Clerk