Provincial COVID-19 Recruitment and Redeployment Team

Frequently Asked Questions

1) Are all health care and health care services staff in scope for recruitment by this team?

Only resources required to support COVID-19 are within scope. All staff groups are included (union, non-union, clinical and non-clinical).

If you are in need of resources to support your COVID-19 efforts, please complete the Request for Resources Form and submit it to COVID19recruitment@sharedhealthmb.ca.

The Request for Resources form can be found here by referring to https://sharedhealthmb.ca/files/covid-19-resource-request-form.xls.

2) In what circumstances do I use this COVID 19- Resource Request process?

This request process is for any services required to support COVID-19. This may include expanded bed maps or new services that need to be staffed (e.g. occupational health) in response to COVID-19. As staffing demands are expected to grow, sites/SDOs are asked to first reassign existing resources. Once existing resources have been exhausted, the Provincial COVID-19 Recruitment and Redeployment Team (PRRT) can help assign additional staff either from a redeployment list or an external hiring pool.

3) Would I use this process to fill a single vacancy due to staff absences?

No, this is not intended to replace your current practice for filling short-term absences.
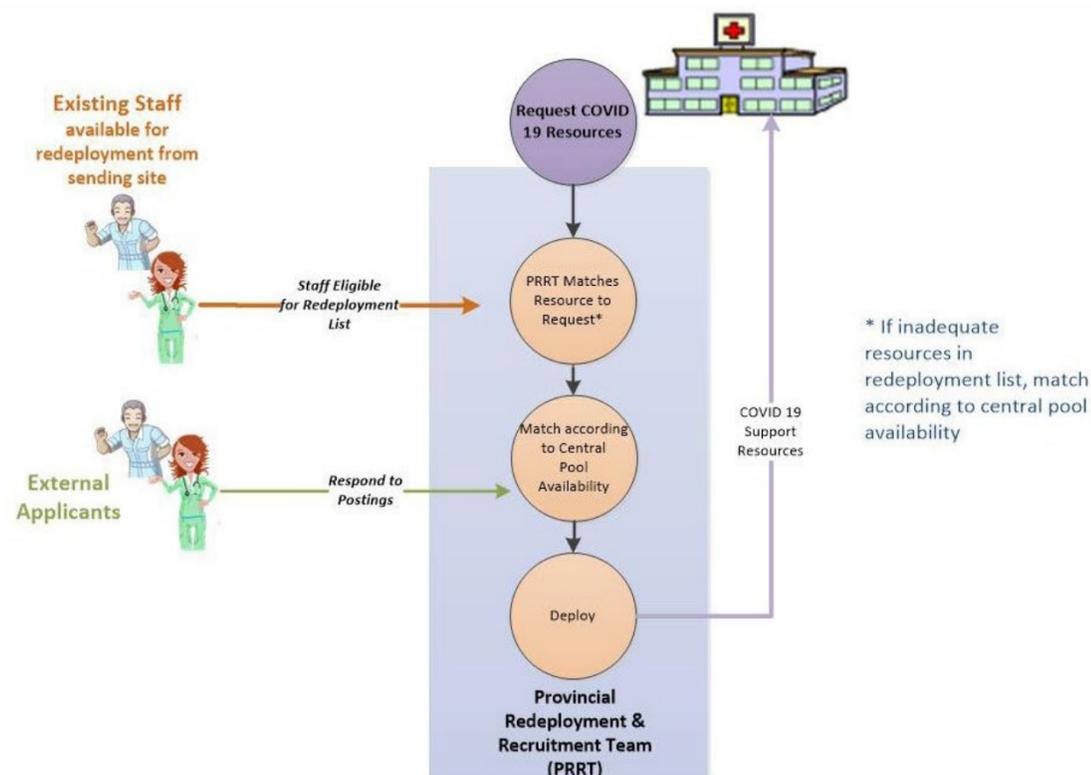
4) Would I use this process to fill a vacant position NOT related to COVID-19?

No, if you have existing or newly vacated positions not related to COVID-19 you can proceed with filling them.

5) Can I request new positions during the COVID-19 pandemic?

No new positions will be created at this time, with the exception of those supported by the PRRT.

6) How are these COVID-19 Resources Requests being prioritized?

Priorities will be set in consultation with Provincial COVID-19 Incident Command.

7) How long will it take to receive a response?

Given the complexity of the staff movement that may be required, all sites are asked to proactively submit requests as far in advance as possible. The PRRT is committed to responding as quickly as possible and to the best of their abilities. The PRRT is not able to support last minute staff replacements for sick calls.

8) How soon after I submit my request will COVID-19 relief workers be redeployed/ deployed to me?

This will be dependent on the priority of the request and the availability of the requested resource(s). The goal is to assign the resource(s) within 24-48 hours. The PRRT may consult with you and may propose an alternate staffing mix if necessary, based on existing available resources. External hires will take 2-3 days to be ready for assignment (not including any additional site onboarding and training that may need to occur before they are ready to begin work).

9) What are my site's responsibilities for hiring, scheduling and managing these COVID-19 relief staff?

Hiring of COVID-19 relief staff will be conducted by the PRRT. Standard recruiting activities such as detailed interviews, reference checks and criminal record checks will be waived during this period. The PRRT will conduct basic onboarding for all new hires that includes: Confirmation of registration status with the appropriate College, PHIA education, employee and photo id, network access and email, and payroll set up.

Once staff are redeployed/deployed to your site, you will be responsible for on-site onboarding, special training, scheduling and day-to-day management of the employee. Timesheets will need to be submitted to Shared Health to ensure the employees are paid based on their hours worked.

10) Can I refuse the COVID-19 relief staff assigned to me?

This should only be done in very unique circumstances such as if the employee does not have the required qualifications or skill set for the position. Feedback to the PRRT is required to avoid future situations or reassignment to the same area.