

Cross Service Availability Expression of Interest (EXI)

Purpose

The EXI for Cross Service Availability enables Registered Practical Nurses and Unit Aides from one service area to express an interest in being placed on the call-in list for shifts on a unit that are not a part of their home service area. To be considered for call in to a Cross Service unit there must be an identified operational need for a specific unit. Eligible service areas are identified as inpatient Rehabilitative Care and inpatient Mental Health.

Eligibility for Cross Service Availability

To be eligible for Cross Service Availability employees must:

1. Hold a permanent part-time position with Providence Care. The employee’s permanent position must be on one of the inpatient units at Providence Care Hospital including Providence Transitional Care Centre
2. Be employed permanently as a Registered Practical Nurse (RPN), or Unit Aide
3. Have submitted an EXI identifying service area they would like to be considered for and have successfully met an assessment for suitability for the area requesting casual support.

Eligible EXI elections:

| Permanent home area | Cross Service eligibility |
|---|---|
| Transitional Care, Physical Medicine and Rehabilitation, or Complex Medical Care and End of Life | Forensic Mental Health, Adult Mental Health, or Seniors Mental Health |
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Cross Service Availability Expression of Interest Process and Eligibility:

- At time of submitting an Expression of Interest (EXI) form an employee must hold a permanent part-time RPN, or Unit Aide position on an inpatient Service;
- A fully completed EXI form must be submitted directly to Human Resources at PCH or via email to work@providencecare.ca;
- Expressions of Interest will only be considered in relation to an employee's permanent status at time of identified need. For clarity, if an employee who is awarded a permanent position in another status that is not eligible for cross service (FT) after submission, the EXI and cross service eligibility will be null and void.

Selection and Deactivation Process:

- When a need is identified on a unit employees who have expressed an interest through the Expression of Interest for Cross Service Availability, and are eligible, will be contacted in order of seniority to be assessed for suitability
 - If deemed successful on the assessment the employee will be notified via memo that their election has been awarded
- If an employee declines an opportunity for a specific unit they need not be considered for the same service for 12 months;
- If an employee transfers to a permanent position of full-time status their EXI will be deemed null and void
- If the employee transfers permanently into a new service area their EXI will be null and void – a new EXI may be submitted to identify new areas of consideration (provided that they remain part-time and within inpatient services)
- Those employees who are currently on a temporary assignment of FT status will not be considered for cross service availability unless the temporary assignment is reasonably expected to finish within 6 weeks
- The employee who has been offered and has not accepted 3 shifts in a 3 month period ending January 1, April 1, July 1, or October 1 they shall be removed from the cross service availability for 12 months, at which time they may resubmit a new EXI.