

Cross Service Availability Expression of Interest (EXI)

Purpose

The EXI for Cross Service Availability enables Inpatient Registered Nurses 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 Interventional Psychiatry (ECT/TMS Services), 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 or casual Registered Nurse (RN) 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 or with Interventional Psychiatry (ECT/TMS) Service.
2. Have submitted an EXI identifying service areas they would like to be considered for and have successfully met an assessment for suitability for the area requesting support.
 - a. Employees may hold more than one election for cross service availability

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, Seniors Mental Health and/or Interventional Psychiatry (ECT/TMS)
Adult Mental Health, Forensic Mental Health, or Seniors Mental Health	Transitional Care, Physical Medicine and Rehabilitation, Complex Medical Care and End of Life, and/or Interventional Psychiatry (ECT/TMS)
Interventional Psychiatry (ECT/TMS)	Transitional Care, Physical Medicine and Rehabilitation, Complex Medical Care and End of Life, and/or Adult Mental Health, Forensic Mental Health, and Seniors Mental Health

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 or casual RN position on an Inpatient Service or Interventional Psychiatry (ECT/TMS).
- A fully completed EXI form must be submitted directly to Human Resources at PCH or via email to work@providencecare.ca
- EXIs will only be considered in relation to an employee's permanent status at time of identified need. For clarity, if an employee 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.
- When selected for cross service availability the employee may not be considered for any additional service for 6 months from time of selection to ensure that the individual is able to meet the service and availability requirements.

Selection and Deactivation Process:

- When a need is identified on a unit, employees who have expressed an interest through the EXI 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 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 or casual and within inpatient services or Interventional Psychiatry (ECT/TMS)).
- 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.
- It is the expectation that employees who participate in cross service pick up sufficient shifts to provide consistent support to the service and maintain required skillset.