

## PTNT | Churchill FAQ

| Topic                     | Relevant Information  |
|---------------------------|---|
| Site Access Requirements  | <ul style="list-style-type: none"> <li>• For approved access to Churchill in Shiftlink, staff must have:               <ul style="list-style-type: none"> <li>○ Minimum 1+ years or 2015 hours Emergency Department Experience AND</li> <li>○ Active certifications in: BLS, ACLS, CTAS</li> </ul> </li> <li>• Preference in awarding will be given to staff who have active certifications in: ENPC, TNCC, PALS, NRP</li> <li>• <i>Staff who have previously supported the site but do not meet all requirements may be considered with <b>management approval</b>.</i></li> </ul> |
| Available Shifts          | <ul style="list-style-type: none"> <li>• All shifts are <b>posted and awarded through ShiftLink</b></li> <li>• Shifts are posted and filled at minimum 1 month in advance</li> <li>• Please ensure you have ShiftLink notifications turned on</li> <li>• Requests must include a <b>minimum 7-day travel stretch</b> to be reviewed</li> </ul>  |
| Awarding of Shifts        | <ul style="list-style-type: none"> <li>• Shifts are awarded by <b>site schedulers</b></li> <li>• Once awarded, staff must complete the <b>Churchill Travel / Orientation / Accommodation Request Form</b> <ul style="list-style-type: none"> <li>○ Available on the PTNT program website</li> </ul> </li> <li>• Allow <b>up to 48 hours</b> for email responses regarding travel requests</li> </ul>  |
| Site Specific Information | <ul style="list-style-type: none"> <li>• Staff work 12-hour shifts, [ D12 or N12 ]</li> <li>• Baseline staffing is 2- 3 nurses per shift with 2 support staff</li> <li>• A CRN is scheduled Mon- Fri during Business hours</li> <li>• Site consists of:               <ul style="list-style-type: none"> <li>○ 3 Emergency beds</li> <li>○ 12 acute in-patient beds</li> <li>○ 10 LTC beds</li> </ul> </li> </ul> <p><i>Staff are required to be able to work in all areas</i></p>  |

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| Travel            | <p>Travel available by flight only</p> <ul style="list-style-type: none"> <li>• <b>Wings Over Kississing (Charter)</b> is the preferred travel option: <ul style="list-style-type: none"> <li>○ Depart Winnipeg: <b>Mondays &amp; Thursdays at 09:00</b></li> <li>○ Return to Winnipeg: <b>Monday &amp; Thursday afternoons</b></li> </ul> </li> <li>• Full travel details are provided once booking is confirmed</li> </ul> <p><b>Calm Air</b> may be used <i>only if charter travel is not possible</i></p> <ul style="list-style-type: none"> <li>○ Staff must confirm flight availability on the Calm Air website <b>before</b> submitting a request<br/> <a href="#">Welcome   Calm Air International LP</a></li> </ul> |
| Travel Time       | <ul style="list-style-type: none"> <li>• 5 hours round trip</li> <li>• Travel time is automatically paid to PTNT staff in relation to their scheduled shifts.</li> <li>• Staff are eligible to claim mileage if they are travelling &gt; 50 kms to the Winnipeg airport</li> </ul>   |
| Cancelled Flights | <p>If your flight is unexpectedly cancelled:</p> <ul style="list-style-type: none"> <li>• Contact the <b>Churchill site directly</b> for next steps</li> <li>• Notify <b>PTNT</b> so they are aware of any schedule or travel changes</li> </ul>   |
| Accommodations    | <ul style="list-style-type: none"> <li>• Booked by WRHA- Churchill. Detailed information will be emailed with confirmation of schedule/ flights.</li> <li>• <b>Accommodation includes:</b> <ul style="list-style-type: none"> <li>○ Private suites with Kitchen</li> <li>○ Free laundry available in the building</li> <li>○ Across the street from Health Center</li> <li>○ WiFi included</li> <li>○ Cable TV</li> <li>○ Northern Store is on the same block</li> </ul> </li> </ul>   |
| Orientation       | <ul style="list-style-type: none"> <li>• PTNT staff are eligible for <b>one paid orientation shift</b> if: <ul style="list-style-type: none"> <li>○ They have <b>never worked at the site</b>, or</li> <li>○ They have <b>not worked there in over 12 months</b></li> </ul> </li> <li>• In Churchill, orientation is available <b>Monday–Friday during business hours only</b>, based on staff availability</li> <li>• Staff must ensure their travel plan allows time for orientation <b>before their first shift</b>, if required</li> </ul>   |
| Contact Info      | <ul style="list-style-type: none"> <li>• Please refer to <b>email communications from PTNT</b> for site-specific contact details</li> </ul>  |

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| Polar Bear Season             | <ul style="list-style-type: none"><li>• Check out this video. It was made by a local tour company with Churchill residents and it's great!<br/><a href="#">Polar Bear Safety</a></li></ul> |
| General Churchill Information | <ul style="list-style-type: none"><li>• Please click the link below for an information YouTube Video:<br/><a href="#">Churchill YouTube video</a></li></ul>                                |