

The charts below are to provide reference for PTNT staff in determining the appropriate pathway in which to bid for shifts. Please note that the below information is subject to change- at which time will be communicated to the PTNT team and a revised document will be available to staff reflective of the renewed processes. As a reminder- it is the responsibility of staff to maintain weekly visibility of their ESP workspace to ensure that their schedule from the week prior to accurately reflected. If discrepancies are noted- please reach out to our secretary team at SHProvincialtravelnurseteam@sharedhealthmb.ca .

Staff are to ensure to reference and compare the *Posting and Awarding Calendars* for the respective regions to the charts below.

Posting & Awarding of Additional Available Shifts					
	Shifts posted in	Bidding of Shifts	Shifts awarded	Orientation requested	Accommodation requested
NRHA	Via email	Availability Form	Via Confirmation email	Availability Form	Availability Form
IERHA	ShiftLink	ShiftLink	ShiftLink	Orientation/accommodation request form	Orientation/accommodation request form
PMH	ShiftLink	ShiftLink	Shiftlink	Orientation/accommodation request form	Orientation/accommodation request form
SHSS	ShiftLink	ShiftLink	ShiftLink	Orientation/accommodation request form	Orientation/accommodation request form
WRHA	ShiftLink	ShiftLink	ShiftLink	Coordinate with PTNT Educators	Orientation/ accommodation request form

Outstanding/Short Call Needs					
	Shifts posted in	Bidding of Shifts	Shifts awarded	Orientation requested	Accommodation requested
NRHA	Via email	Availability Form	Via Confirmation email	Availability Form	Availability Form
IERHA	ShiftLink	ShiftLink	ShiftLink	Orientation/accommodation request form	Orientation/accommodation request form
PMH	ShiftLink	ShiftLink	Shiftlink	Orientation/accommodation request form	Orientation/accommodation request form
SHSS	ShiftLink	ShiftLink	ShiftLink	Orientation/accommodation request form	Orientation/accommodation request form
WRHA	ShiftLink	ShiftLink	ShiftLink	Coordinate with PTNT Educators	Orientation/ accommodation request form

Accommodations and Orientation

Staff bidding for shifts during a *posting +awarding period* or on outstanding/short call needs are eligible for orientation +/- accommodations if it meets the outlined criteria below:

- From the date of awarding if the shift is **greater than** 14 days away **staff** are to complete the respective regional *Orientation + Accommodation Request Form* available on the PTNT website [here](#). If the document is not filled out **and submitted within** the timeline mentioned- accommodations/orientation cannot be booked
- If bidding on a shift **less than** 14 days **from awarding date staff are not eligible to** request accommodations or orientation.

Travel Reasonability

Staff must bid for a ***minimum of 2 consecutive shifts*** to be considered for a shift assignment when:

- Site is below the 53rd parallel
- Site is greater than 200 kms from home address (one-way)
- Shifts are bid for during the posting and awarding period

**Awarding of outstanding/ short call needs at sites greater than 200 kms from home address will be at the discretion of the region