

Please review the guidelines listed below regarding how to call in sick within our program.

Procedure:

It is an expectation that PTNT nurses notify the employer for any reason resulting in a missed shift according to the expectations outlined in the MNU collective agreement (illness, family illness, bereavement or other).

1. Call must be received at least 1 hour prior to the onset of a scheduled day shift.
2. Call must be received at least 3 hours prior to the onset of a scheduled evening shift.
3. Call must be received at least 3 hours prior to the onset of a scheduled night shift

Process:

PTNT Nurse must:

- 1) Call Provincial Travel Team's office switchboard located at HSC, Winnipeg, 791 Notre Dame Ave: **204-787-4488 or toll free: 1-877-525-5517.**
- 2) Leave a clear and detailed voicemail message including:
 - full name and position
 - site facility and specific unit
 - scheduled shift date and time
 - reason for absence (to ensure appropriate coding in ESP).

Example: "I am Jane Smith – Provincial Travel Nurse scheduled to work Brandon Emergency Department on Sept 22/24 - a N12 shift- 1930-0745. I will be absent due to illness and I will notify the site".

3. Notify the applicable operational site and/or team of the absence (following at minimum the notice required as outlined in the procedure per MNU listed on page 1).

- 3) **Accommodation:** If accommodation was booked for your scheduled shifts, you are required to call the accommodation and cancel your booking.

Region/Site Specific Contact Information:

Location	Location	Phone Number / email
Northern Regional Health Authority (NRHA)	ALL Sites -Switchboard Intake	Toll Free: 1-844-306-0040
Interlake Eastern Regional Health Authority (IERHA)	ALL sites	<p>Email scheduling@ierha.ca</p> <p><u>Subject line should read:</u></p> <p>PTNT absent- Site, unit, date.</p> <p>Ex. PTNT absent- Sept. 4, 2024 Selkirk, Emergency, D12 0730-1945.</p> <p>No phone call required</p>

Prairie Mountain Regional Health Authority (PMH)	<p><u>Blue Zone:</u></p> <p>Benito Health Centre/PCH Birtle Health Centre/PCH Dauphin Regional Health Centre Swan Valley Lodge/PCH Gilbert Plains PCH Virden -Westman PCH</p>	<p>Toll Free: 1-855-732-8806 Local: 204-638-2172</p>
	<p><u>Green Zone</u></p> <p>Boissevain Health Centre Erikson PCH Glenboro Health Centre/PCH Hartney Health Centre Minnedosa Hospital Neepawa Health Centre/PCH Souris Hospital/PCH</p>	<p>Toll Free: 1-866-577-0204 Local: 204-578-2781</p>
	<p>Brandon Regional Health Center (all units)</p>	<p>Local: 204-578-2020</p>
Southern Health – Santé Sud (SHSS)	Portage District General Hospital (all units)	Local: 204-239-2211
	Centre de santé Notre Dame Health Centre	Local: 204-248-2112

	Boundary Trails Health Centre (all units)	Local: 204-331-8800
	Carman Memorial Hospital	Local: 204-745-2021
Winnipeg Regional Health Authority (WRHA)	St Boniface Hospital	204-237-2220 (Staffing office)