

Checklist to support reallocation of Metro North workforce during COVID-19 pandemic

Principles

- Reallocation of an employee to alternate duties, location or a role is a temporary arrangement to support patient focussed business continuity in a specific time of need.
- Employees will work within their skill set and scope or be provided with appropriate upskilling.
- Reallocation to alternate duties or location must consider both workforce and patient safety needs are met.

Employee Name: _____ **Employee Payroll Number:** _____

Considerations for substantive line manager prior to employee reallocation	Confirmation	Comments
Employee consents to the reallocation	<input type="checkbox"/>	
Authorisation has been provided by Delegate	<input type="checkbox"/>	
Will employee's wages be charged to a different cost centre? If yes, agree on mechanism with receiving line manager (eg. EMF or AVAC)	<input type="checkbox"/>	
Employee is aware of the proposed duration of the reallocation and any changes to work hours	<input type="checkbox"/>	
Employee has not disclosed any pre-existing health conditions that would preclude them from working in alternate work unit	<input type="checkbox"/>	
Employee has the necessary skill set and work to be undertaken is within their scope of practice	<input type="checkbox"/>	
Does employee have a first day contact?	<input type="checkbox"/>	
Considerations for receiving line manager	Confirmation	Comments
Arrangements made for induction including employee access to additional systems/ network drives	<input type="checkbox"/>	
Where work to be undertaken is over and above routine scope of practice:		
- employee is practising under an approved work guideline/protocol and has been assessed as competent to perform the practice OR	<input type="checkbox"/>	
- employee has been credentialed in the practice	<input type="checkbox"/>	
Is upskilling of the employee required? If so, please attach detailed action plan for training to occur	<input type="checkbox"/>	
Support and supervision arrangements have been agreed and discussed with employee	<input type="checkbox"/>	

Induction and just-in-time training resources are available here: <https://qheps.health.qld.gov.au/metronorth/coronavirus/human-resources>

	Name	Signature	Date
<i>Employee:</i>			
<i>Substantive line manager:</i>			
<i>Receiving line manager:</i>			