

Factsheet for managers: Deployment EOI Register

Factsheet for managers: Deployment EOI Register

It is anticipated that during an emergency response, pandemic or crisis situation there will be a requirement to mobilise the NSW Health workforce. The Deployment EOI Register has been developed within StaffLink as a tool to identify staff who are willing and able to be deployed to areas of need.

It is recommended that you encourage your staff to register their interest so that in the event of a crisis, suitable and available staff can be easily identified to be able to assist. All LHD/SNs will have reporting access to their own staff on the register and SHEOC will have state-wide visibility. EOIs will not be accepted without line manager approval. If there is a need to mobilise staff centrally, the relevant LHD/SN will be contacted to assess the viability of deployment at the time.

Key principles:

- Employees can express their interest in being deployed within NSW Health and other states in Australia through the Employee Self Service (ESS) section in StaffLink. Completing the EOI process does not guarantee an employee will be deployed. Staff can withdraw their availability at any time. The substantive manager will approve or reject an EOI in principle based on the information provided;
- All deployments will occur via the LHD/SN or NSW Health in consultation with the LHD/SN. Local capacity for deployment and service needs will always be considered;
- Directors and managers may direct staff to withdraw their availability should local service needs change;
- The LHD/SN and SHEOC will have visibility on which staff are on the list via a reporting mechanism in StaffLink;
- Staff should always keep their availability updated so that in an emergency, only available staff are contacted.

The Deployment EOI Register process:

The Deployment EOI Register functions as an 'Expression of Interest' for staff and can be accessed via Employee Self Service (ESS) in StaffLink:

1. Staff can go into the Deployment EOI Register and enter the following details:
 - Profession
 - Role
 - Specialty / experience
 - Dates available for deployment

2. This request is then forwarded via StaffLink to the line manager for review and approval in Manager Self Service (MSS).
3. It is expected that prior to approval of an EOI a check is conducted by the line manager of each request to ensure:
 - a) Accurate information has been entered by the employee in terms of experience;
 - b) In the event of a crisis it is understood that the service/organisation could reasonably facilitate the release of the staff member for the period elected.
4. Not all staff who express an interest in being deployed will be deployed. Deployments will only be activated as part of a 'surge response'.
5. The SHEOC Workforce Operations Team will view the EOI list and contact an LHD/SHN directly when requesting staff to be deployed.