

Return to Work and/or Redeployment Staff Responsibilities

COVID-19 VACCINATION HUB



Western Health is committed to supporting all staff to stay at work or return to work as soon as possible after illness or injury, consistent with medical advice.

This QRG outlines the mandatory requirements, coordination and responsibilities of staff for redeployment into the COVID-19 Vaccination Hub when returning to work in consultation with People and Culture and Injury Management and Workplace Health.

General principles for coordination of staff returning to work requiring alternate duties

Redeployment of staff returning to work requiring alternate duties to support the provision of the COVID-19 Vaccination Hub is coordinated centrally through the Injury Management Coordinator and People and Culture in consultation with Vaccination Hub Unit Managers.

General principles include:

1. Identifying staff planned to return to work for redeployment to the COVID-19 Vaccination Hub and the anticipated time frame/date for return to substantive position (if appropriate)
2. Matching staff to roles including linking the redeployed staff member, the substantive line manager and the receiving line manager
3. Completion and distribution of information in the table in Appendix One by the Injury Management Coordinator or the People and Culture Business Partner
4. A maximum of two staff members returning to work or being redeployed can commence together at any given time in the COVID-19 Vaccination Hub
5. A combined, maximum of ten individual staff members returning to work or being redeployed can be allocated for work in the COVID-19 Vaccination Hub
6. Staff members must have all Western Health Mandatory Training requirements up to date prior to commencing in the Hub
7. Staff members must complete all the Mandatory Training requirements for the Emergency Authorised Workforce to work in the COVID-19 Vaccination Hub as part of the COVID-19 immunisation workforce as indicated in the [Victorian COVID-19 Vaccination Guidelines](#) prior to commencement

Note: Evidence of completion must be demonstrated with certification and attached in addition to the information provided in the table in [Appendix One](#).

Staff responsibilities during redeployment or return to work

To ensure a successful return to work and/or redeployment of a staff member to the COVID-19 Vaccination Hub the redeployed or returning to work staff member, the substantive line manager, receiving line manager, and the Injury Management Coordinator or the People and Culture Business Partner must ensure the following:



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1. Injury Management Coordinator or People and Culture Business Partner:

- Maintain responsibility for the coordination of staff members returning to work and/or redeployment
- Seven days in advance, ensures completion of information for staff members returning to work and/or redeployment in the table in [Appendix One](#) and forwards this information via email to the COVID-19 Vaccination Hub Unit Manager and Associate Unit Manager before close of business every Monday for all staff members anticipated to commence work in the Vaccination Hub the following Monday
- Provides current Certificates of Capacity via email to the Unit Manager and Associate Unit Manager and forwards any updated certification promptly
- Provides evidence that the staff member is up to date with all Western Health mandatory competencies on WeLearn
- Provides evidence that the staff member has completed the mandatory National and Victorian COVID-19 Vaccination Training Programs required to work within a COVID-19 Vaccination Program
- Arranges fortnightly return to work meetings with staff member returning to work, AUM responsible for Return to Work/Redeployment, and Injury Management Coordinator or People and Culture Business Partner. The purpose of this meeting is to discuss the staff members progress after returning to work/redeployment
- Confirm understanding that management oversight regarding personal leave and planned leave is the responsibility of the staff member's substantive line manager and the Injury Management Co-ordinator
- Communicates staff members unplanned leave with both the substantive and receiving Line manager
- Monitors staff members worked hours, planned and unplanned leave

2. Staff Member returning to work and/or redeployed:

- Ensure you understand the change to your:
 - Place of work
 - Duration of redeployment
 - Duties and responsibilities
 - Hours of work
 - Who you will report to in your redeployed role
- If returning to work following injury, confirm relevant information about your capacity for work is supplied to the return to work coordinator and your usual line manager before you return to work
- Confirm that your usual line manager is aware of your redeployment
- Complete the below listed mandatory immunisation training requirements prior to commencement to allow working provision in a COVID-19 Vaccination Program:
 - Commonwealth COVID-19 Vaccination Training Program (8 modules)

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- Victorian COVID-19 e-Learning Competency Online (3 modules)
- Ensure all Western Health mandatory competencies are up to date
- Confirm understanding that correspondence regarding personal leave and planned leave must be with the Vaccination Hub Unit Manager and the Injury Management Coordinator.
- Confirm understanding that substantive line manager will manage and authorise on RosterOn.

3. Substantive Line Manager

- Ensure you understand:
 - Where your staff member will be redeployed to
 - When your staff member will return to work and/or commence redeployment
 - The expected duration of redeployment to the COVID-19 Vaccination Hub
 - Access to staff member while redeployed
 - The staff member's substantive position is not in the COVID-19 Vaccination Hub and there is an expectation that the staff member will return to their substantive position when appropriate
- Confirm understanding that management oversight regarding personal leave and planned leave is the responsibility of the staff member's Injury Management Coordinator and/or Substantive Line Manager
- Maintain and authorise RosterON for the staff member on the staff member's substantive roster
- Ensure capacity to work and return to work plans are current and reflective of current capacity

4. Receiving Line Manager

- Ensure you understand:
 - The name of the staff member allocated to support your service
 - The staff members contact details and how they prefer to be contacted
 - The staff members availability to work: days and times
 - Regular line manager of redeployed staff member
- The required work arrangement and confirm this with the staff member
 - Staff members are entitled not to agree to work beyond their contracted hours
- Confirm certification of mandatory training requirements is received
- Ensures specific education, training and orientation is provided as required
- Assess and propose suitable employment options and work arrangements
- Create a profile for the staff member on RosterOn for the Vaccination Hub allowing the staff member to appear on the roster.
Note: Costing to substantive cost centre
- Understands that the staff member will report all planned and unplanned personal leave to the return to work coordinator and the receiving line manager
- If any queries or concerns regarding the staff member; email IMstaff@wh.org.au or contact the People and Culture Business Partner.

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Responsibilities at completion of redeployment

When a redeployment role is complete, the redeployed staff member will return to their substantive position, unless alternate arrangements are negotiated with People and Culture Business Partner and the staff member.

Summary of roles and responsibilities

Injury Management Coordinator/People and Culture Business Partner	Unit Manager	Associate Unit Manager	Staff Member
<ul style="list-style-type: none"> Identifies staff members appropriate to return to work or for reemployment Completes table in Appendix One Emails completed table and Certificate of Capacity to the UM and AUM before COB every Monday and seven days prior to anticipated commencement Provides evidence of up to date WH mandatory competencies for staff member Provides evidence that staff member has completed all mandatory National and Victorian COVID-19 vaccination Training Programs Notifies staff member of confirmed start date and information regarding first day Facilitates fortnightly meeting with staff member and AUM Confirms understanding that staff members RTW will notify Injury Management Coordinator of any planned and unplanned leave 	<ul style="list-style-type: none"> In collaboration with the AUM, assess and propose suitable work arrangements for the staff member within the Vaccination Hub Create a profile for the staff member on the Vaccination Hub roster on RosterOn Ensure specific education, training and orientation is provided as required Escalates queries or concerns to IMstaff@wh.org.au or the People and Culture Business Partner 	<ul style="list-style-type: none"> Understands the name of the staff member allocated to the vaccination Hub Confirms staff members contact details Confirms staff members work availability Provides general Vaccination Hub orientation on the first day (always a Monday) Ensures provision of more specific orientation, education and training as required Escalates queries or concerns to the UN or IMstaff@wh.org.au or the People and Culture Business Partner 	<ul style="list-style-type: none"> Completes all mandatory National and Victorian Training Programs prior to commencement Ensures all WH mandatory training is up to date Understands duties and responsibilities of new role Understands who to report to Confirms understanding that all correspondence regarding planned and unplanned leave is with the Injury Management Coordinator and substantive line manager Completes any additional specific orientation, education and training as required Escalates queries or concerns to the AUM, UN or IMstaff@wh.org.au or the People and Culture Business Partner



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Appendix One

Injury Management Coordinator or People and Culture Business Partner to complete this table.

Staff Members Returning to Work and / or Redeployment

Employee Name	Employee Number	Substantive Role	Substantive FTE	Proposed FTE	Anticipated Start Date	List Suitable Duties	Current Restrictions

