

# PANDEMIC COMMUNICATION: COVID-19 WORKFORCE OFFICE UPDATE

30 MARCH 2020

We recognise that a clinical and non-clinical workforce is essential to our ability to meet the needs of our community in this emergency. A centralised Community Workforce Office has been set up to support coordinated workforce planning and deployment for COVID-19 in our hospitals, mental health, primary care and community sector.

The Workforce Office has a database of staff who may be available for redeployment through the coming period. Please let us know if any of your staff are available and we will add them to this database. Send an email to [COVID-19commWorkforce@ccdhb.org.nz](mailto:COVID-19commWorkforce@ccdhb.org.nz).

This office is developing and improving processes we will update all of you as these are revised.

## THE WORKFORCE OFFICE

The Workforce Office is designed as your second line of support after your usual mechanisms for identifying resources have been exhausted. This includes your redeployed staff from non-essential services, your normal casual and bureaux staff and other workforce where you have pre-existing relationships.

## ACCESSING THE WORKFORCE OFFICE.

Requests are accepted from all healthcare providers. For General Practise and Community Based Assessment Clinics your PHO should be your first point of contact.

Send an email to [COVID-19commWorkforce@ccdhb.org.nz](mailto:COVID-19commWorkforce@ccdhb.org.nz)

Include the following details in the email:

1. Location for the work
2. Type of work/key skills/qualifications required
3. Number of staff required
4. COVID risk assessment /PPE required
5. Days/time estimate of work
6. On site contact details
7. Urgency of placement

We'll match your requirements to the request (including any feasible training requirements) and send you back a list of potential candidates for you to contact. This will be communicated from the above email address.

## EARLY SIGNALLING

We would also welcome any early indications of workforce issues that you can foresee to help us with future planning. Again, email to [COVID-19commWorkforce@ccdhb.org.nz](mailto:COVID-19commWorkforce@ccdhb.org.nz) with details of what you may need.

## THANK YOU

Any questions regarding this communication must be directed to [COVID-19Questions@ccdhb.org.nz](mailto:COVID-19Questions@ccdhb.org.nz). All emails to the COVID-19 email address will be logged and responded to by an appropriate team member.

Thank you all for the excellent work you are doing in such challenging times. We will continue to update and inform you if there are any changes to the advice we are giving.

**Rachel Haggerty**

Community IMT