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TITLE

Sustaining a pipeline of new foreign Healthcare Workers during COVID-19 pandemic.

AIM OF ABSTRACT

Maintain a consistent pipeline of new Healthcare foreign Workers (HCWs) during COVID-19 despite border restrictions and the need for strict government travel compliance to regulations.

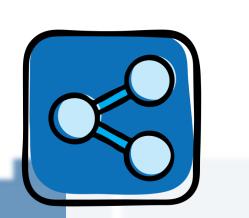
METHODOIOGY

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Dedicated Stay Home Notice (SHN) team formed by colleagues from different HR teams. Team members continue to perform their BAU roles.



Creation of shared **database** with new hire information for tracking purpose.



Timely update of the latest travel advisories to SHN team members via group Tiger Text/email.

Established **3 key work processes** to expediently bring in foreign new hires and ensure full compliance to MOH/MOM regulations.

K PROCESSES



HR Staffing team seeks approval from SGH Senior Management/SDOT to bring in foreign new hires

Day 1 of SHN

SHN Team calls and

sends "1st day" SHN

email to new hire on the

SHN requirements to

ensure compliance



SHN team contacts new hires to remind them on the SHN requirements





ARRIVAL

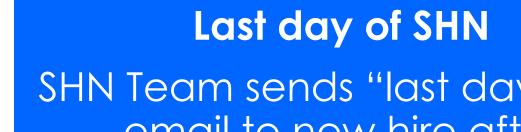
Point of contact
Collect information (e.g. emergency contact & hotel room details)

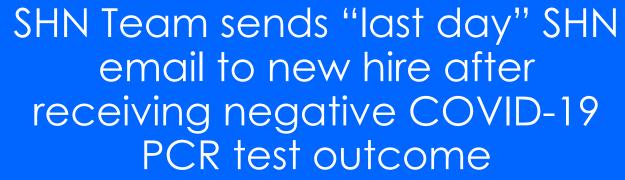


POST-SHN

Day after COVID-19 PCR test

New hire informs
SHN Team on
COVID-19 PCR test
outcome







Commence work if COVID-19
PCR test result is negative



RESULT

Foreign HCWs joined SGH from September 2020 to April 2021



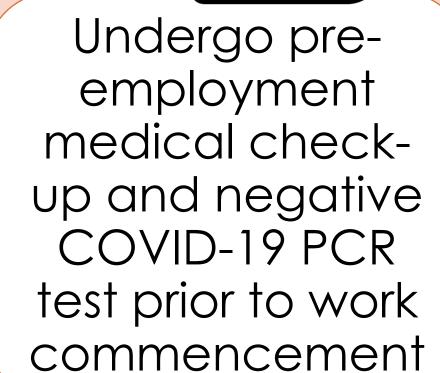
Positive case started work

All foreign hires from overseas to complete SHN with negative for COVID-19

Prior to work commencement, new hire to complete

work pass administration, pre-employment medical

check-up and COVID-19 PCR test



1 case tested positive for COVID-19 at preemployment testing, Immediately isolated and hospitalized for treatment prior to commencement of work



CONCLUSION

Sustaining a pipeline of new foreign HCWs during COVID-19 pandemic was made possible with:



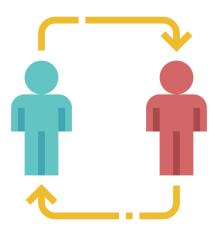
HR Staffing Team

Prompt follow through and good engagement with HOD and foreign HCWs prior to joining SGH.



Collaboration between HR Staffing and SHN team

Great collaborative efforts between the 2 teams. Respective teams are familiar with the required processes based on the established workflow.



SHN Team Members

With members from different HR teams provided the strength in diversity, with each team member playing an important part of the whole process. Good teamwork among SHN team members and a common desire to ensure new hires are well-informed of the SHN requirements & ensuring zero non-compliance.

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