

ALL COMMUNICATIONS ARE SENT TO PHYSICIANS VIA SHA EMAIL ACCOUNT ONLY. PLEASE ENSURE YOU ARE REGULARLY ACCESSING YOUR SHA EMAIL ACCOUNT FOR UP-TO-DATE INFORMATION.

1. What qualifications are required of me professionally in order for me to administer the COVID-19 vaccine?

Physicians must hold an SHA appointment, be licensed by CPSS and have appropriate coverage through the CMPA. According to CPSS:

“For Scope-of-practice changes (Physicians who do not provide immunizations to adults as a regular part of their practice, for example surgeons, psychiatrists, pathologists, and radiologists etc.), the College will accept the SHA training, education and credentialing as attestation to accept the scope expansion.

Physicians can review the CMPA guidance document: [COVID-19 and CMPA Protection – What you need to know](#) regarding the provision of service outside of their regular practice during the pandemic. Physicians will be required to have appropriate liability coverage in place to be issued an emergency licence. We encourage physicians to contact CMPA for further information”.

2. Can I sign up to administer the COVID-19 vaccine if:

a. I’m retired?

Physicians must hold an SHA appointment, be licensed by CPSS and have appropriate coverage through the CMPA. As these processes can be onerous for the physician, we do not recommend that retired physicians administer the COVID-19 vaccine.

b. My CPSS license is inactive?

Physicians with an inactive license may reach out to CPSS for details about reactivating their licensure. Please direct any inquiries to CPSS at 306-244-7355. Once you have been issued your license and arranged for appropriate CMPA coverage, you may sign up through the link indicated in #4 below.

c. I do not have an appointment with the SHA.

Please contact pandemicdoc@saskhealthauthority.ca and they will refer you to your local area Practitioner Staff Affairs (PSA) office. They will provide you with information about applying to become a member of the SHA medical staff.

d. I have a license with CPSS and it is categorized as “special” or “ministerial”?

Yes, see requirements outlined by CPSS in #1 above.

e. I’m a medical resident?

Yes, the College of Medicine and the Saskatchewan Health Authority have formalized an agreement to allow for Residents to sign up to provide this service. Residents can sign up at

<https://www.saskdocs.ca/additional-pandemic-skills-submission/>.

3. What does the Saskatchewan Health Authority (SHA) require of me?

Physicians will be or will become a member of the practitioner staff in good standing with the SHA in order to be eligible to administer the COVID-19 vaccine. Physicians are required to sign the Memorandum of Understanding (MOU) for Physicians Administering COVID-19 Vaccine. In addition, there are online training modules physicians are required to complete. These modules are amended from time to time based on new education and vaccine procurement. Links to the online training modules will be sent to eligible physicians with the vaccine MOU. ***Time spent completing the modules is unpaid.***

4. How can I sign up to administer the vaccine?

Visit <https://www.saskdocs.ca/additional-pandemic-skills-submission/> and complete the form to express your interest in administering the vaccine. Your file will be reviewed to ensure you have a current SHA appointment and appropriate licensure with CPSS. You will be contacted with information regarding next steps. Expressing interest in providing vaccinations does not guarantee you will be scheduled to provide the service.

5. What happens after I sign up?

All staff, physicians, and others providing immunizations, will have an account created for them at www.staffscheduling.ca. Afterwards they will be able to sign up for shifts through the website. You will receive emails from noreply@staffscheduling.ca to provide you with your provider # and password, and instructions on how to use the online scheduling system.

6. I have expressed interest on the skills form and I haven't heard anything, now what?

Once you have submitted your interest through this form, it may take several business days to receive a response from the PSA team.

7. Why do I have to sign an MOU?

The MOU is required in order for the SHA to track the services physicians are providing and the payments being made. The SHA is frequently audited and it is important that these agreements are in place to verify spending. In addition, physicians are committing to complete the online training required.

8. How will I be compensated for administering the vaccine?

Physicians may invoice \$150/hour for this service. The Physician will not submit Medical Care Insurance billing codes nor shadow billing codes to the Medical Services Branch of the Ministry of Health for the provision of vaccination services.

9. What if I am ill or cannot make it to my scheduled shift?

Physicians must notify the scheduling office if they are unable to attend their shift. You can do so by submitting a leave request on www.staffscheduling.ca or by calling 1-855-778-4141 and leaving a message under the appropriate option.

10. What if my scheduled shift is cancelled or I am sent home early?

Every effort will be made so that this does not happen. In rare circumstances, due to vaccine availability or other extenuating circumstances, your shift may be cancelled or may end earlier than scheduled. No payment will be issued for times not worked.

11. How long until I get paid?

SHA will process payments as quickly as possible. If a completed invoice/schedule is signed and submitted at the end of each calendar month, payment should be received by the physician no later than 30 days thereafter.

12. Does the provision of vaccination services affect my ability to work elsewhere on other payment arrangements?

As long as the other work is provided at different hours of the day and does not conflict or overlap the same time, this would not affect your ability to work elsewhere. You will invoice SHA for vaccination services provided and the other work would remain as paid previously. This means that you cannot administer vaccines while at the same time receiving fee-for-service or other contract payments (you cannot receive payment from more than one source for the same hours).

13. Can I provide vaccination services while I am on call for another service?

No, the nature of the vaccination services that you will be providing is such that you will be unable to be pulled away to provide another service.

14. Is PPE provided to me for my scheduled vaccination shifts?

Yes, appropriate PPE will be provided.

15. How will travel be remunerated?

If the Physician is scheduled by SHA to administer COVID-19 vaccine more than 20km outside the Physician's usual community(ies) of practice, SHA will pay for travel time (\$20/hour), the costs of travel (\$0.4535/km as of October 1, 2020 and \$0.4736 as of April 1, 2021) and applicable meals for the scheduled shift (Per Diem rate of Breakfast \$10.00, Dinner \$18.00, Supper \$23.00).

16. Will I receive additional pay for providing vaccination services on a statutory holiday?

No, premium rates such as "stat pay" do not apply.

ONLINE SCHEDULING SYSTEM – WWW.STAFFSCHEDULING.CA

After you have signed up to provide vaccination services, you will be set up on the online scheduling system www.staffscheduling.ca. This may take several days so please be patient.

When you have been registered into the system, you are going to receive emails from noreply@staffscheduling.ca. The first email you receive will likely say your password has been changed. Please disregard this – this is the process of registration going on in the background. Following this, you will receive further emails from them with your "provider #" and password. Please note that for the purposes of this online scheduling system, the term "employee" and "provider" are used interchangeably.

You will be alerted to shifts in your network only.

If you have not received these emails from noreply@staffscheduling.ca, it means your registration in the system is not yet complete.

If you need assistance with anything regarding the online scheduling system (provider #, password, shift questions, etc.), please call 1-855-778-4141 or email C19Scheduling@saskhealthauthority.ca.

1. What is my provider number and/or password?

See above – you will receive this from noreply@staffscheduling.ca.

2. How do I change notifications on the staff scheduling website?

By default, you will receive notifications by email and text between the hours of 0800 and 2000.

Using the browser Google Chrome, go to www.staffscheduling.ca

Enter your provider # and password.

Click “My Account” in the top right corner.

Click “Smart Call” tab.

From here you have the ability to turn off notifications during a certain timeframe. You can also select the certain days you are willing to work.

If you would prefer to change how you receive notifications:

Click on My Account in top right corner.

Click Notifications tab.

Update how you’d like to be notified.

3. I have signed onto the staff scheduling site and I don’t see any shifts available, why not?

Shifts are created based on the supply of the vaccine. As shifts become available, they will be posted for you to sign up for. Based on the notification preferences you have set up in your staff scheduling account, you will be notified that way when they are posted.