

**APPLICATION WORKFLOW PROCESSES FOR THE 7-12MN SHIFT
AT THE EMERGENCY DEPARTMENT, RIPAS HOSPITAL**

	Process	Remarks
1	Advert on MOH website	<ul style="list-style-type: none"> • http://www.moh.gov.bn/SitePages/EDrecruit.aspx • Application for each month will be open until every 25th of the previous month. For example: For March slots, the first deadline will be 25th February, however applications for March can still be accepted AFTER the deadline and still considered by the Screening Committee.
2	Application received by RIPASH Admin / RIPASH MS Secretary (Hjh Isma) ismawati.ismail@moh.gov.bn Any inquiries with regards to application, please contact 2242424 ext 7453	<ul style="list-style-type: none"> • First-time applicants must submit ALL the relevant documents required • The form must be signed by the applicant's Head of Department (HOD) for approval • Applicants must put their availability dates (flexible) • For Doctor applicants working at private sector, please also forward application to bmb.brunei@moh.gov.bn
3	RIPASH Admin / RIPASH MS Secretary will forward all received applications to:- <ul style="list-style-type: none"> • Medical Superintendent (MS) / deputy MS for Doctor applicants • Principal Nursing Officer (PNO) for Nurse applicants 	<ul style="list-style-type: none"> • RIPASH MS and PNO will hold meeting with Screening Committee • Screening Committee comprises of:- <ul style="list-style-type: none"> ➢ RIPASH Medical Superintendent / deputy MS and/or Emergency Department (ED) HOD / ED Specialist (for Doctor Applicants) ➢ RIPASH Principal Nursing Officer, Deputy PNO1, Deputy PNO2, Divisional Head Nurses of ED, CCS and Department of Internal Medicine (for Nurse Applicants)
4	Screening Committee will review application for eligibility and shortlisting	<ul style="list-style-type: none"> • An interview or further communication by phone-calls or email may be made by the Screening Committee • The Screening Committee may consult Brunei Medical Board (BMB) BMB or Nursing Board Brunei (NBB) for further advice • Once reviewed by the Screening Committee, then the shortlisted and approved applicant list will be sent to the Emergency Department (ED) Admin Office and/or ED Secretary
5	Successful and shortlisted applicants will be informed by the ED Admin Office by e-mail or phone. Unsuccessful applicants will also be informed by e-mail.	<ul style="list-style-type: none"> • ED Admin Office will finalise the 7-12 shift roster for the particular month • E-mail to successful applicants will consist of:- <ol style="list-style-type: none"> i. ED induction leaflet ii. ED P3 Journey iii. ED layout iv. 7-12 shift roster • For any further enquiries or clarification, contact the ED Admin Office at Ext: 6300 or go to the ED Admin Office during Office Hours. Or you can e-mail the ED Secretary norhaslina.ibrahim@moh.gov.bn
6	7-12 shift roster	<ul style="list-style-type: none"> • The roster will be sent out by e-mail to successful applicants as shortlisted and selected by the Screening Committee • If all slots are filled up, then the applicant will be put on the waiting list • The waiting list applicant will be activated and contacted by the ED Admin Office or the ED Secretary when there is a cancellation • Any changes to the particular month's roster will also be sent out by e-mail

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7	Applicant submits Logbook Attendance Record to the ED Admin Office for verification	<ul style="list-style-type: none"> • To submit no later than 1 week of the next month • For example: if worked 5 shifts in February, to submit claim form no later than 1st week of March • Doctors Logbook need to be verified by RIPASH Medical Superintendent and deputy Medical Superintendents and/or the ED Head of Department. • Nurses Logbook need to be verified by the RIPASH Principal Nursing Officer. • Verification process includes:- <ol style="list-style-type: none"> i. Doctors: Performance during the shift (eg: patient numbers seen via Bru-HIMs), observed verbal reports by staff and written feedback forms ii. Nurses: Observed verbal reports by ED staff and written feedback forms
8	Submission to CEO Office for payment claims approval	<ul style="list-style-type: none"> • For Doctors, once verified and signed by ED HOD, ED Secretary will submit to CEO Office for payment claims approval • For Nurses, once verified and signed by PNO, RIPASH Admin / MS Secretary will submit to CEO Office for payment claims approval
9	CEO Office will then submit to Allowance Unit, RIPASH	<ul style="list-style-type: none"> • Process of payment within 2-4 weeks • For any claims inquiry, please contact the RIPASH Finance and Revenue Section or via the CEO Office.
10	<p>Additional information:</p> <ul style="list-style-type: none"> • Regular updates of any available empty slots for the particular month will be sent out regularly by the ED Admin Office - via e-mail, Whatsapp/SMS to the successful applicants or to relevant Medical Superintendents, Heads of Departments (HOD) or Principal Nursing Officer to disseminate • Previously successful applicants who wish to apply for subsequent months:- <ol style="list-style-type: none"> i. Still need to complete a new application form with their respective HOD approval ii. But do NOT need to submit CV, photo or Practising certificates again as it is already available in filing iii. Example: Those who have done shifts in February needs to complete application form again for March and so forth • New applicants who has never applied before needs to complete the application form and submit the necessary documents 	
11	<p>Additional information for Doctor applicants working in the private sector:</p> <ul style="list-style-type: none"> • Must also forward / cc their application to bmb.brunei@moh.gov.bn • Doctor applicants from private sector must familiarize with Bru-HIMs system first and will be asked to attend Bru-HIMs orientation session at the ED RIPASH. • Restricted access to Bru-HIMs will be provided to successful shortlisted applicants. • Doctor applicants must maintain patient information confidentiality at all times and must not abuse their limited Bru-HIMs access privilege 	

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SIMPLIFIED FLOWCHART OF APPLICATION PROCESS

