

## BMC COVID 19 Staffing Pool Procedures

08/31/2020

Area managers will be responsible to notify the staffing pool of available staff.

A Staffing Pool Manager will be assigned to coordinate the Employee reassignment activities including: registration of available employees, Intake of requests for staff, and tracking of employee assignments.

All employees released from their normal assignments due to reduction in patient visits or closure of service will be registered into the staffing pool to be available for reassignment.

Employees registered in the staffing pool will be available for reassignment to areas of need within the scope of their normal practice.

### Employee Registration

Staff will be registered using the Staffing Pool Workbook.

The following information will be entered into the system

- Employee Name
- Employee Role and credentials
- Employee ID Number
- Employee Phone Number
- Employee BMC Email
- Employee Availability

The "Staff" tab will be used to enter available employees.

Name	Role	Role 2	BMC ID#	Phone	BMC Email	Preferred Email, if different	Availability	Sessions	DECLINED CRU

All employees registered will be considered available for reassignment

### Requests for Staffing

Urgent requests – Call the staffing pool at the advertised number

The Staffing Manager will receive requests for supplemental staff and document the request on the requests section of the Employee Staging Area board.

The Staffing Manager will complete the Request Log that includes:

- Employee type
- Number needed
- Requesting Department
- Requester contact name
- Reporting location

Requests will be matched to available, sufficiently credentialed staff

### **Deployment Tracker**

Documentation of Employee deployments will be done using the Staffing Pool workbook.

Staff reassigned will check in with the area manager upon arrival for their assignments.

### **Volunteers**

Employees of BMC Affiliate Health Centers shall be considered viable personnel resources and shall be deployed at the discretion of the Staffing Pool Leader during phase C and D events.

Volunteers currently listed as BMC Volunteers may be assigned following completion of BMC event safety training.

The CEO/COO/CMO/CNO may grant emergency privileges to licensed independent practitioners and licensed practitioners who volunteer their services during an emergency event following established institutional guidelines.

- See LIP Credentialing Plan
- See LP Credentialing Plan
- See Credentialing Tracking Form

Regional, state, and federal medical reserve corps may be used to supplement staffing after confirmation of credentials with the respective oversight agency and completion of BMC event safety training

Individual volunteers will not normally be used in the clinical area but may be assigned following interview to determine skill set or credentials and completion of BMC event safety training.

### **Communication and Information**

When the Employee staffing pool procedures are ready for operations, a communication with instructions for area managers will be sent.

In addition this plan and any additional information needed will be posted on the HUB.

Departmental managers will receive email instructions and be asked to disseminate the information to staff in area huddles.

In the event of communications system failure, pamphlets can be printed and distributed to departmental managers for further distribution to staff.