

## Personnel Pool – April 1, 2020

As a response effort to the Coronavirus Pandemic, and consistent with Deborah Heart and Lung Center's Emergency Preparedness Plan, we will be activating our Personnel Pool (Policy #EM.COP.9.0) in an amended fashion as follows, effective Thursday, April 2, 2020:

- The Personnel Pool will be managed by the Director of Quality, Clinical Practice and Education in the PCS Department (Diana Tocko, extension 5265)
  - In her absence, a Nurse Educator or Quality Coordinator will act as the Personnel Pool Manager
- The Personnel Pool will be available Monday through Friday, between the hours of 9:00am and 3:00pm for requests and/or names of available staff.
- Department Managers:
  - *Need for additional staff* - Any departments that have a need for use of additional people can contact the Personnel Pool Manager to provide information as to their need, including, but not limited to, any specific skills or training, licensure / certifications, etc.
  - *Have available staff* - Notify the Personnel Pool Manager of any available staff they may have that can be used in some other capacity in the Center.
- Patient Care Services:
  - Will continue to assign/reassign staff in their usual fashion. If all reassignments have been made and additional staff are available for redeployment, then contact the Personnel Pool.
- Personnel Pool Manager:
  - Will utilize a Personnel Pool Log Sheet to record information (i.e., requests, staff able to deploy and staff deployment).
  - The Personnel Pool Manager will try to match these individuals to requests for additional staff to see if the need can be fulfilled.

As a reminder to Service Line VP's and Department Heads, during these times when workload may be low due to reduced volume, staff not needed within the department and not able to be re-deployed in another capacity, or on other days, should be sent home using PTO in accordance with Hospital policy.

**Personnel Pool Log Sheet – CoVID19**

Date: \_\_\_\_\_

Requests				
	Department	Job needed	Days	Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Staff able to Deploy					
	Name	Department	Job Title	Days	Hours
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Deployment						
	Name	Dept	Job Title	Location	Date	Hours
1.						
2.						
3.						
4.						
5.						
6.						
7.						