



### STAFFING/SCHEDULING UNIT LEADER

**Mission:** Maintain and coordinate adequate numbers of both medical and non-medical personnel and volunteers. Assist in the maintenance of staff sheltering and physical well-being. Assist with screening of volunteers as required.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: <b>Support Branch Director</b> - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Logistics Chief or Support Branch Director. Obtain packet containing Group's Job Action Sheets.		
Read this entire Job Action Sheet. Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Logistics Chief or Support Branch Director. Note time for next meeting.		
Meet with Operations Chief and Support Branch Director to assess and project both non-nursing and nursing staff needs for the immediate and upcoming operational periods.		
Assess need for an assistant ("Staffing/Scheduling Manager"). If appointed, brief on situation and objectives.		
Establish Staffing/Scheduling area and enlist help from Service Branch if needed for communication or computer support.		
Inventory the number and classify staff presently available.		
1. Nursing Personnel: <ul style="list-style-type: none"> <li>a. Nurse Practitioner, DON, ADON, Risk Manager, etc.</li> <li>b. RN and LPN, charge nurses, nurse supervisors, treatment nurse</li> <li>c. Certified Nursing Assistants</li> </ul>		

<b>IMMEDIATE (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
<p>2. Support Services:</p> <ul style="list-style-type: none"> <li>a. Social Services: Activities Personnel, Dependent Care Personnel, Social Worker</li> <li>b. Therapy Services: Physical, Occupational, Speech</li> <li>c. Activities: Director, Assistant Director, Aides</li> </ul> <p>3. Non-medical personnel:</p> <ul style="list-style-type: none"> <li>a. Engineering/maintenance/materiel management</li> <li>b. Environmental services/housekeeping/nutritional services</li> <li>c. Business/financial</li> <li>d. Volunteers</li> <li>e. Others</li> </ul>		
In an evacuation scenario, work with Admit/Transfer and Discharge Unit Leader, Support Branch Director and Section Chiefs as needed to assign and verify personnel going to all receiving facilities.		
If volunteers and/or newly recruited staff are utilized, work with the Finance/Administration Section's Staff Time Unit to ensure that proper screening and/or credentialing are done before assigning duties.		
Assess current capability to provide logistical, mental health care and day care to staff member's families. Project immediate and prolonged capacities to provide services based on current information and situation.		
Working with Support Branch Director, and/or PIO to develop special instructions to give to employees coming in to work. If there is an existing employee letter which is given out upon hire that addresses dependent care during an emergency, ensure the developed special instructions are consistent with said letter.		
Establish a controlled, comfortable Dependent Care Area removed from any resident care areas where dependents may wait for their return home when circumstance allow.		
Establish and communicate staff checking in procedures.		

<b>ON-GOING</b>	<b>Time</b>	<b>Initial</b>
Notify staff as to when and where to report to the facility or relocation site.		
Coordinate management of staff rest areas.		
Coordinate referrals to in-house Psychosocial Unit under Resident Services Branch to treat staff needing psychological support. Anticipate increased staff needs created by increased numbers of residents, longer working hours, and concerns about family welfare.		
Communicate with Dietary Services in organizing and providing food, snacks, and hydration.		
In coordination with Safety Officer, monitor the area continuously for safety and dependent needs.		
Implement a positive I.D. system for all children cared for under the age of 10 years. Provide matching I.D. for retrieving guardian to show upon release of child.		

ON-GOING	Time	Initial
Evaluate family members for medical needs, including medications, medical care and nutrition. Notify Support Branch Director of findings.		
Document all personnel in the area and any incidents. Report to Support Branch Director for inclusion in Logistics Section documentation.		
Arrange for Psychosocial Unit Leader or designee to make routine contact with dependents to provide psychological support to dependents as needed.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling Unit Leader. Provide for staff rest periods and relief.		
Meet regularly with Support Branch Director and other Unit Leaders to evaluate Branch status and project needs.		
Develop and submit an action plan to the Support Branch Director when requested.		
Advise Support Branch Director immediately of any operational issues you are not able to correct or resolve.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> <li>• NHICS Form 207: Incident Management Team Chart</li> <li>• NHICS Form 213: Incident Message Form</li> </ul>

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee