



Worksheet 3:

Section I: Surge Staffing Planning Numbers:					
Service Area	Average Daily Staffing	Conventional Staffing Levels	IBA Level Staffing	Contingency Level Staffing	Crisis Level Staffing
Service Area Name					
Process notes					



Worksheet 3:

Hospital Objective: Increase the ability to maintain staffing levels and/or expand the workforce.

Section IB: Staffing Strategies					
Staffing Targets	Average Daily Staffing	Conventional Staffing Levels	IBA Level Staffing	Contingency Level Staffing	Crisis Level Staffing
Describe the factors that determine staffing for your service area and how they change in each level of surge					
Staffing ratios					
Additional staff needed from your unit					
Additional staff dependencies for your service area from other units/sources:					

Worksheet 3:

Section IB: Staffing Strategies					
Staffing Targets	Average Daily Staffing	Conventional Staffing Levels	IBA Level Staffing	Contingency Level Staffing	Crisis Level Staffing
<i>Describe the factors that determine staffing for your service area and how they change in each level of surge</i>					
Staffing ratios:					
Additional support staff needed:					
What are the MINIMUM clinical skills/certifications requirements to care for your various patient types?					
What are the PREFERRED clinical skills/certifications requirements to care for your various patients?					
What other units may have the skills to care for your unit's patients?					
How does Physician/Provider oversight change with increased patient care volumes in your unit?					
Any additional staffing concerns					



Worksheet 3:

Section II: SPACE: Where Will You Store Things and Expand Your Operations?					
Respiratory Therapy Staffing Targets	Average Daily Staffing	Conventional Staffing Levels	IBA Level Staffing	Contingency Level Staffing	Crisis Level Staffing
Increase the ability to maintain unit operations and/or take on additional patients by repurposing the use of space.					
Identify your preferred expanded supply spaces for your service area					
What capabilities should this space have based on what you would store (restricted access, refrigeration, shelving, power outlets)?					
Identify any preferred expanded working areas for your service area:					
What capabilities should this space have based on what you would store (restricted access, refrigeration, shelving, power outlets)?					
Identify a space for a personnel rest area that is NOT your current break room					
What capabilities should this space have (microwaves, power, dimming lights, cots, table/chairs, showers)?					

Worksheet 3:

Unit Management Staff:

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union									
			H: C: W:								

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union									
			H: C: W:								

Worksheet 3:

STAFF CALL TREE: Department Staff within 30 MINUTES of the facility.

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								

Worksheet 3:

STAFF CALL TREE: Department Staff within 60 MINUTES of the facility.

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								

Worksheet 3:

STAFF CALL TREE: Department Staff more than 60 MINUTES of the facility.

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								

Name	Title	Status	Contact Numbers	How far away? (miles)	Contact Status		Arrival Time	Has Family Plan?	Needs Family Care		Incident Assignment
					Left Message	Received Message			Y/N	Y/N	
		FTE/PRN/Union	H: C: W:								



Worksheet 3:

Staff Objective: Ensure adequate supplies and equipment are available to support surge needs.

SECTION IV: STUFF: What Supplies/Equipment do you Need to Care for Your Patients in Addition to Day to Day Stock/Inventory?					
Staffing Targets	Average Daily Staffing	Conventional Staffing Levels	IBA Level Staffing	Contingency Level Staffing	Crisis Level Staffing
What critical supplies/equipment will you need in your area to provide patient care or support patient care needs?					
What are some strategies you could implement to conserve supplies?					
How do you get more supplies to your unit?					
Additional concerns about supplies/equipment?					