

STAFFING SHORTAGES – IMMEDIATE ACTIVITIES CHECKLIST

Manager or designate will review departmental needs and implement the following immediate activities to execute at start of staffing shortage to efficiently manage care and service throughout the shortage.

<input type="checkbox"/>	Execute Staffing Contingency Plan; update/adjust as needed for the situation
<input type="checkbox"/>	Contact Pharmacy for Drug Compression (takes up to 7 days to implement)
<input type="checkbox"/>	Print Kardex & Paper Flow Sheet for agency/external support staff as needed
<input type="checkbox"/>	Implement Rapid Orientation for new hires/agency staff
<input type="checkbox"/>	Delegate Tasks to staff via Staffing Contingency Assignment Template
<input type="checkbox"/>	Update all team members on Expectations
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	