

Instructions: The Available Resources form should be used when there are available people resources in your Health Ministry willing and able to be redeployed to fill open shifts outside of their primary work area. People managers should enter this information under the direction of your local Incident Command leaders.

COVID-19 Staffing Logistics Link: [COVID-19 Staffing Logistics - Available Resources](#)

NOTE: If you are already logged into QuickBase you will need to log out to access the COVID-19 Available Resources page.

QuickBase Icons

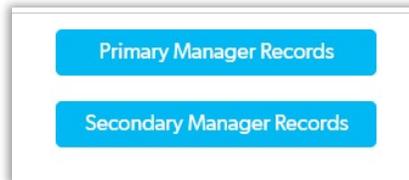
Fields marked with a red * are required to be filled out before the page can be saved. It is highly encouraged to enter as much information in as many fields as possible. This will allow for the most accurate matching of available resources to areas of need.

Hovering over any field that has an information icon that looks like this, , will provide additional information regarding what is to be entered the field.

To begin adding information regarding available resources

Control click on this link [COVID-19 Staffing Logistics - Available Resources](#)

The COVID-19 Staffing Logistics QuickBase Application will open. Select, "Primary Manager Records" if you are name manager in workday. If you are serving as a Secondary Manager and it is indicated as such in Workday, select the "Secondary Manager Records" button.



A grid like screen will appear for you to start entering data. If you double click in a cell, you can start to enter data or select from drop down options depending on the type of field.

Colleague Information

Colleague information has been pulled from Workday as of 3/23/20 and uploaded into this QuickBase app.

	Employee ID	Full Name of Colleague	Trinity Health Email	Job Title	Worker Status	Availability	RHM - Health Ministry	Colleague CELL Phone #	Preferred Email	Willingness to Travel	Times available	Days Available	SkillSet (drop down)	Non-Clinical SkillSet (multi select)	Can colleague provide direct patient care?	Clinical Specialty	What current licensure does the colleague possess?	Does the colleague have current BLS certification?
	3003382	Joyce Zerkich	zerkichj@trinity-health.org	SO_Program Manager_T2311	Active	Unavailable	THC Trinity Health Corporation											
	3002520	Robin White	whiterre@trinity-health.org	SO_Program Manager_T2311	Active	Unavailable	THC Trinity Health Corporation											
	4222889	SAVITHA BHOOPATHI	SAVITHA.BHOOPATHI@trinity-health.org	SO_Program Manager_T2311	Active	Unavailable	THC Trinity Health Corporation											
	3000615	Susanne Madden	maddens@trinity-health.org	SO_Program Manager_T2311	Active	Unavailable	THC Trinity Health Corporation											
						Unavailable												
						Unavailable												
						Unavailable												
						Unavailable												

Double click on the *Availability* field to change from unavailable to available

Double click on *Colleague Cell Phone #* field to enter the colleague's cell phone number (texts may be sent)

Double click on *Preferred Email* to enter an email address the colleague prefers (may or may not be a Trinity email)

Double click on *Willingness to Travel* and select an option from the drop-down menu. Think of this as a waterfall type approach. If a colleague is willing to work at an out of state RHM, he/she is also willing to do the prior two selections.

Double Click on *Times Available* and select any that apply

Double click on *Days Available* and select any that apply

Double click on *Skillset* and choose from Clinical Only, Non-Clinical Only or Clinical & Non-Clinical

Double click on *Non-Clinical Skillset* to add any that apply. If a skillset is not on the list, scroll down to the end of the list and select **Add New Choice**. Enter the new choice and select OK. This choice will now appear for other users.

If the colleague does not have clinical skillsets, you may stop at this point. Add any additional comments to the *Notes* field to the far right and then click, "Save & close" near the top right hand of your screen.

If the colleague has clinical skillsets, please continue.

Double click on *Can colleague provide direct patient care?* Select from drop down Yes/No

Double click on *Clinical Specialty*, select all which apply. If a skillset is not in the list, scroll down to the end of the list and select **Add New Choice**.

Double click on *What current licensure does the colleague possess?* Enter licensure

Double click on *Does the colleague have current BLS certification?* Select Yes/No

Double click on *Dose the colleague have current ACLS certification?* Select Yes/No

Double click on *Please list any clinical specialty skills* and enter skills

Double click on *What level of care can the colleague provide?* Select from the drop down. If a skillset is not in the list, scroll down to the end of the list and select **Add New Choice**. Enter the new choice and select OK. This choice will now appear for other users.

Double click on *What types of care can the colleague provide on a different unit? (i.e. ICU, Stepdown, Med Surg. EVS., etc.* and enter information

Double click on *Other skill set available*, enter skillsets.

Double click on *Notes*, add any additional notes which maybe helpful to find a match.

The "Fill Down" feature is available to copy down the same data from one colleague to another. Highlight the main data cell and drag down and/or across those to be populated, right click, and select, "Fill Down". If a message appears, select allow.

Click Save & close

Please contact HQTHSHAREDNBCOVID19StaffingLogistics@trinity-health.org for assistance or any questions.