Instructions: The Resource Need Request form should be used when a Health Ministry has a staffing need they are unable to fill using local or regional resources. Resource requests should be submitted under the direction of your local Incident Command leaders.

COVID-19 Staffing Logistics Link: COVID-19 Staffing Logistics - Need Request

NOTE: If you are already logged into QuickBase you will need to log out to access the COVID-19 Resource Need Request form.

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 requesting resource needs

Control click on this link: COVID-19 Staffing Logistics - Need Request

The COVID-19 Staffing Logistics QuickBase Application will open to the following form:

Enter the requester Full Name, email address and phone number.

Enter a secondary contact name, email address and phone number. Entering a secondary contact name will be helpful in cases where we are unable to contract the originally requester.

Select the Health Ministry by clicking the drop down and selecting ministry.

Type the Resource need by clicking on the drop-down and place a check in the box. If resource type is not in list, scroll down and select Add New Choice.
Describe need in greater detail - If additional description is needed please add more details in the open text field.

Enter Primary Department description - The department number is a required field.

Skillsets Needed
Under this section of the form enter the colleague skillsets which are required to fill the open shift(s).
Click on the Skillset drop down and choose clinical, nonclinical or both.

Non-Clinical Skillset
Click on the Non-Clinical Skillset drop down and select the skill sets which apply by placing a check in the box. If a skillset is not in the list, scroll down to the end of the list and select Add New Choice.

Primary Clinical Skillset
Enter the primary clinical skillset needed by clicking on the drop-down arrow. If your selection is not listed, scroll down and select Add New Category.
Enter a Yes/No for BLS or ACLS Certification needed

<table>
<thead>
<tr>
<th>BLS Certification needed?</th>
<th>ACLS Certification needed?</th>
</tr>
</thead>
</table>

**Level of Patient Care** select the level of patient care needed. If not listed, scroll down and select Add New Category. Place a check in the box.

- RN

**Additional Skillset** add any additional skillsets which would be helpful in filling this shift

Click the box to attest for any resource needs that exceed available staffing within your region.

- By checking this box I attest that this need exceeds available staffing in our region and we are therefore looking for resource assistance from other regions.

**Enter the Redeployed Colleague Primary contact full name, phone number and email address.**

**Shifts Needed**

In this area, please indicate which shifts are open and cannot be filled by current resources.

Enter the date of the shift that needs to be filled

Double click the Enter Shift time (day, afternoon, evening) and select the shift from the drop down

Double click the Enter Shift Start time and select the shift start time from the drop down

Double click the Enter Shift End time and select the shift end time from the drop down

Double click the Manager Level?, select Yes or No from the drop down to indicate whether this shift is a manager level shift
Note: The grid allows for the ability to copy data down if the shift is the same for multiple days in a row. Highlight the row in which you would like to copy

<table>
<thead>
<tr>
<th>Shift Date (mm-dd-yyyy)</th>
<th>Shift Time</th>
<th>Shift Start (drop-down)</th>
<th>Shift End (drop-down)</th>
<th>Manager Level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-30-2020</td>
<td>Day</td>
<td>0630</td>
<td>1530</td>
<td>No</td>
</tr>
<tr>
<td>03-31-2020</td>
<td>Evening</td>
<td>1800</td>
<td>0600</td>
<td>Yes</td>
</tr>
<tr>
<td>04-01-2020</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>04-02-2020</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>04-03-2020</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Right click in the space

If the following message appears, please select allow access

The following functions will appear, **select Fill Down**, the data will populate down within the grid. If you get the same message above again, please select allow access.

The open shifts that need to be filled appear in the grid.
Notes:
Add any additional notes you feel will be helpful for a resource manager to match the type of skill sets you need to fill the open shift.

Click Save and Close in the upper right-hand corner

A Staffing Logistics Team member will review your request and get back with you to fill it.

Please contact HQTHSHAREDMBCOVID19StaffingLogistics@trinity-health.org for assistance or questions.