

## Surge Staffing Request Process

1. A department has determined that additional staffing is needed
2. Can this staffing need be filled within our own facility?
  - Requestor searches *Surge Staffing Reassignment Tracker* for own facility,
  - [Surge Staffing Reassignment Tracker](#)
    - Can search by availability, Department, Functional Title, Surge Role
    - Once determined internal facility redeployment is possible, contact local HR designee as listed under HR Admin Xcel spreadsheet
3. For any staffing need that cannot be filled within own facility, requestors place request via surge staffing online form
  - Fill out *Surge Staffing Request Form* <https://surgestaffingrequest.nychhc.org/>
    - Please be sure to enter the shifts that requested staff will be working under the comments section
    - Double check that necessary department and roles are correct
  - Central office team receives request and then will look at surge staffing reassignment tracker to determine if request can be filled internally within H+H System, but from a different facility
    - For requests that can be filled internally within H+H
      - Central office will contact manager to ensure they can spare provider
      - Central office will then contact provider to ensure they are still willing to be redeployed
      - Central office will then contact requesting facility, copying provider to connect, as well as HR designees from both requesting facility and providing facility
4. For any request that cannot be filled internally within H+H, central office will place full or remaining request into WAND for external search.

### Additional Information

- H+H ID badges can be used systemwide and there is no need for additional badges
- Necessary EPIC Access should be granted systemwide.
  - If a person needs additional Epic Access contact Jankie Almehti, [almehdij@nychhc.org](mailto:almehdij@nychhc.org) (Director of Security/Access) for additional permissions