



San Joaquin County Emergency Medical Services Agency



<http://www.sjgov.org/ems>

Mailing Address
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EMS Policy Memorandum No. 2020-34 (Revised)

Health Care Services Complex
Benton Hall
505 W. Service Rd.
French Camp, CA 95231

DATE: July 30, 2020

TO: Acute Care Hospitals

Phone Number
(209) 468-6818

FROM: Dan Burch, EMS Administrator/Medical Health Operational Area Coordinator

SUBJ.: Coronavirus (COVID-19) Hospital Staffing Resource Requests

The purpose of this memorandum is to provide direction for acute care hospitals seeking staffing assistance through the medical/health mutual aid system. The State Operations Center (SOC) and the California Department of Public Health (CDPH) are managing personnel requests using a multidisciplinary advisory committee (MAC) at the SOC. Healthcare personnel including physicians and critical care experienced registered nurses are an extremely scarce resource.

Acute care hospitals may request healthcare personnel from the medical health mutual aid system by submitting the accompanying Acute Care Hospital Medical Health Mutual Aid System Staff Request Form to the Medical Health Operational Area Coordinator (MHOAC) by email at: EMSDutyOfficer@sjgov.org.

The MHOAC will review the written request and arrange a conference call with the hospital Chief Executive Officer, Chief Medical Officer, and executive staff before forwarding the request to the SOC.

Acute care hospitals should report staffing concerns in their daily hospital situation status. Hospitals that are concerned about meeting daily staffing needs are encouraged to engage the MHOAC staff early in the process.

Questions regarding this memorandum may be directed to Jeff Costa, RN, EMS Critical Care Coordinator or Amanda Petroske, MSN, RN, EMS Trauma Coordinator at (209) 468-6818.

**SAN JOAQUIN COUNTY EMS AGENCY POLICY MEMO NO. 2020-34
ACUTE CARE HOSPITAL MEDICAL HEALTH MUTUAL AID SYSTEM STAFF REQUEST FORM**

Acute care hospitals requesting staff support for medical surge from the State Emergency Operations Center must provide the following essential elements of information to support the request

Hospital Name:	
Address:	
Request Point of Contact Name:	
POC Phone Number(s):	

Staffing Type	Quantity	Staffing Type	Quantity
Physician:		Registered Nurse (RN):	
Advanced Practice Registered Nurse (APRN):		Licensed Practical Nurse (LPN):	
Physician Assistant (PA):		Certified Nursing Assistant (CNA):	
Respiratory Therapist:		Other (Please specify):	
Paramedic:		Other (Please specify):	

Please provide confirmations, dates and details of the following activities for your hospitals.

Essential Element of Information	Yes	No	Detail	
1. Has the hospital decompressed by discharging all possible patients?			Date Implemented:	
2. Have all elective surgeries and outpatient procedures been cancelled in order to free up capacity and allow for redirection of staffing resources to needed units?			Dated Cancelled:	
3. Have all PRN staff been utilized and or have other hospitals within network provided additional staffing?			Number of Staff Working Full-Time:	
4. Has the hospital activated their previously vetted and approved surge plan?			Added Staffed Beds:	
			Added Un-Staffed Beds:	
5. Has the hospital secured additional staff through temporary staffing contracts? If staffing agency unable to provide assistance please describe.			Number of Contacted Staff:	
			List of Agencies providing staff:	
6. Does the hospital have a "Program Flex" for staffing approved by California Department of Public Health?			Date of Approval:	

Please provide information regarding current hospital status.

Number of Available Beds		Current % of Patient Occupancy	
Number of Additional Beds if Provided Requested Staffing	ICU: Med-Surg: Med-Surg Telemetry: Other:		

Please describe the hospital's long-term strategy to continually staff the facility to provide appropriate level of care for the patients within the hospital and any additional activities the hospital has implemented to manage surge. Please elaborate on items 1 – 6 and describe in detail how support staff will be utilized within the hospital.