Advanced Float Pool Application

Employee Name_____Department_____

Nursing departments you currently float to:
(There must be at least 3 departments listed, or you will need to identify additional departments you want to orient to in order to be eligible for the Advanced Float Pool.)

_____

Nursing departments you would like to be oriented to:
(Maximum orientation to be provided will be 5 shifts. Competencies will need to be completed upon completion of the orientation)

_____

Employee attestation

I understand when I am scheduled for an Advanced Float Pool shift I may be floated to any of the three nursing departments I have validated competencies for.

Employee Signature_____   Date_____

Director/Manager Signature of approval_____   Date_____

FOR EDUCATION USE ONLY:

Unit competencies provided to employee   Date_____

Staffing office notified of employee's desire for orientation   Date_____

Completed competencies received from employee   Date_____

Competency document returned to department Director/Manager Date_____

Email sent to Staffing Office leadership   Date_____

Return completed application with competency documents to Department Director/Manager

Advanced Float Pool Guidelines

This is a Winter Hours Pilot program starting

December 4th, 2017 through March 31st, 2018

Eligibility Requirements

RN must be competent in any 3 of the following departments: L&D, PP, NICU, MS, CDU, ICU, Tele, PACU, Flex, ENDO, ED, Urgent Care, House Supervisor, and DPSNF.

RN must meet all the mandatory certification requirements as regular float pool staff.

If employee wishes to be oriented to another department/s to be eligible for the Advanced Float Pool, orientation to the department must be completed, with competencies signed off, in no more than 5 shifts. Orientation will be coordinated by the staffing office.

Advanced Float Pool Oversight

Director of Nursing Administration (Staffing office) will provide oversight for the Advanced Float Pool. Staffing office will keep a spreadsheet of the Advanced Float Pool employees with the nursing departments they are able to float to.

Process for Advanced Float Pool Participation

Employee must be approved by their Manager or Director and complete the "Advanced Float Pool" application. Applications will be reviewed by the staffing office leadership and Education to determine orientation need, if applicable, and competency validation method.

Prior to working the first Advanced Float Pool shift, employee must complete the competencies appropriate to the 3 nursing departments they will be floating to. Completed competency forms will be returned to the Education department for tracking in the learning management software, then returned to employee's Director/Manager and placed in the employee's blue competency folder.

Education staff will send an email to staffing office leadership confirming which nursing departments the employee is competent to float to.

Staffing office leadership will enter the Employee Change Notice (ECN) for the employee to add the secondary job code of Advanced Float Pool, documenting which departments the employee is competent to float to.

Human Resources will notify staffing office leadership once the employee has signed the ECN. Once ECN is signed, employee is able to participate in the Advanced Float Pool.

Compensation for Advanced Pool Shifts

Advanced Float Pool will be a secondary job code only (no one will be in this position as a primary job).

There is a 24% winter premium to your base rate.

Time and a half will be paid after 40 hours worked as per the overtime policy.

All shifts scheduled must follow the attendance policy.

Advanced Float Pool Scheduling

RN will sign up for a 4th shift for the Advanced Float Pool through the Staffing office. RN must sign up at least 24 hours prior to the extra shift.

RN may be sent to any department they are competent in, depending on the need of the hospital. Department leader may choose to float another regularly scheduled staff member to ensure the competency level of staff is appropriate for the care of the patients.

If RN picks up a 4th shift for their department ONLY (examples: "ICU/ER ONLY", "OB ONLY"), this IS NOT considered part of the Advanced Float Pool and the additional shift will be paid as a regular overtime shift (pay grade 34 and time and a half after 40 hours worked).

Education Department Responsibilities

o Accept Advanced Float Pool applications, review with Staffing Office leadership
o Coordinate competency validation with Advanced Float Pool candidates
o Obtain completed competencies from employee, enter into learning management software, then send competency document to department manager for employee's blue competency folder
o Email Staffing office leadership with employee name and departments they can float to

Staffing Office Leadership Responsibilities

o Submit ECN for employee after receiving confirmation email from Education
o Upon notification from HR of a signed ECN, email Staffing Office that employee is cleared to be scheduled

Human Resources

o Email confirmation of a signed ECN for Advanced Float Pool to Staffing Office leadership

Staffing Office Responsibilities

o Maintain Advanced Float Pool spreadsheet with list of employees and departments they can float to
o Maintain tracking log for on calls and call offs (example: last call offs due to low census)
o Schedule ALL Advanced Float Pool shifts via Kronos