

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description**  
**LABOR POOL LEADER**

Position Assigned To: _____
You Report To: _____ (Nursing Chief )

**MISSION:** Organize and manage a Labor Pool in order to maintain appropriate staffing levels during an emergency. Collect and inventory available staff and volunteers at a central point. Receive requests and assign available staff as needed. Maintain adequate number of both medical and non-medical personnel. Assist in the maintenance of staff morale.

Immediate

- \_\_\_ Receive Job Description from Nursing Chief.
- \_\_\_ Read Job Description put on position tag.
- \_\_\_ Obtain briefing from Nursing Chief.
- \_\_\_ Establish Labor Pool area in Standards Office and Cafeteria. Communicate operation status to Nursing Chief.
- \_\_\_ Notify hospital departments by overhead page when Labor Pool is open.
- \_\_\_ Ask departments by overhead page to release all non-utilized personnel to Labor Pool for reassignment.
- \_\_\_ Establish two units – one for medical personnel and one for non-medical personnel.
- \_\_\_ Inventory the number of classified staff presently available. Use the following classifications and sub-classifications for personnel:
  - I. Medical Personnel - will be coordinated by QM Rep.
    - A. Physician
      - 1. Critical Care
      - 2. General Care
      - 3. Other
    - B. Nurse – will be coordinated by Nursing Adm. staff
      - 1. Critical Care
      - 2. General Care
      - 3. Other

C. Medical Support – will be coordinated by Nursing Adm. staff

1. Patient Care (orderlies, aides, etc.)
2. Diagnostic

II. Non-Medical Personnel – will be coordinated by Nursing Adm. staff

- A. Engineering/Maintenance/Materials Management
- B. Clerical Support
- C. Environmental/Nutritional Services
- D. Business/Financial
- E. Volunteer
- F. Other

Intermediate  
&  
Extended

- \_\_\_ Establish a registration and credentialing desk for volunteers not employed or associated with the hospital.
- \_\_\_ Maintain log of all assignments
- \_\_\_ Routinely notify Nursing Chief of Labor Pool status.
- \_\_\_ Immediately notify Nursing Chief of any shortage of staff.
- \_\_\_ Brief Nursing Chief as frequently as necessary on the status of labor pool numbers and composition.
- \_\_\_ In the event of a mass inpatient discharge or evacuation, assign all available Physical Plant, Environmental Services, and other hospital staff not previously assigned to a duty to assist with transporting of patients.
- \_\_\_ Document all action/decisions with a copy to Nursing Chief.
- \_\_\_ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
- \_\_\_ Direct non-utilized staff to Labor Pool.