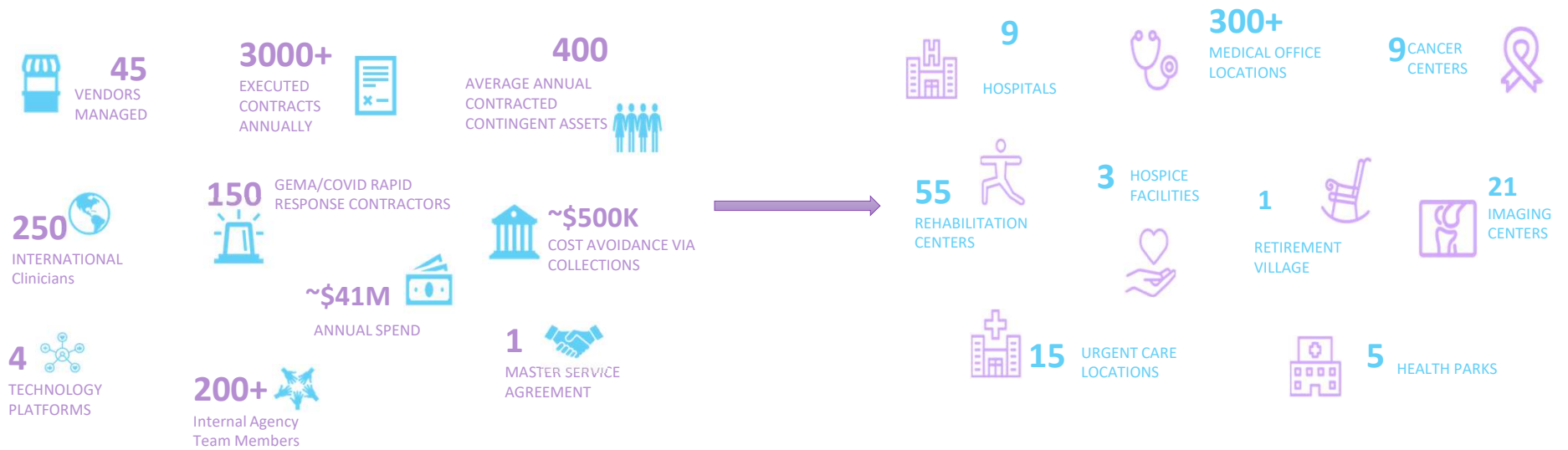


WFE New Leader Orientation Slides

WFE Jan 2023



Workforce Engineering Scope of Services by the Numbers



Workforce Engineering Department Overview

WEST Team

136 RNs

Acute Care, Emergency, Women's Services, Surgical Services, Critical Care

61

Respiratory Therapy and Rehab Therapists

Cover critical & "Just in Time" staffing needs

Highly Flexible Team (cross-trained to multiple roles)

Regional Coverage Areas

Deployed by RMC **1 hour 45 min** prior to start of shift

Clinical Contract Labor

3000+ Contracts Executed Annually

300+ SBARs processed annually

45+ Vendor Contracts Managed

Full-Service Procurement to Payment

~\$90 million+ agency payroll management

70 per diem agency RNs

Resource Management Center

152K Recruitment Efforts (FY21)

30+ Schedule Balancing Analysis and Consultations monthly

Predictive Holiday forecasting and planning

3 Weekly Staffing Huddles (Nursing, Respiratory and Rehab)

5 staffing outlook reports generated for daily, weekly and Monthly delivery

Deployment of WEST resources to facilities in need

Operations

Workforce Council

3 Facility Float Leaders

200+ International RN Contracts

International Medical Laboratory Tech Program

Facility Float Leader Collaboration

Surge Preparedness & Redeployment Operations

Virtual Health – Tele sitter

Dimensions Kronos Scheduling Tool

Virtual Health system Council

Facility float leader collaboration

Internal Agency

200+ Internal Agency Team Members

RNs, LPNs, RTs, Imaging Techs, Cardiovascular & Procedural Techs, Sterile Processing Techs

2 Direct Nursing Leaders

Provide coverage at all Wellstar facilities including WMG

Wellstar Core Team Members

Work contracts that mimic external contract labor travelers

Wellstar Health System Flexible Staffing Options

	Full-Time	Full-Time W/E	Part-Time	PRN	Seasonal	FT Internal Agency
Minimum Years of Experience	2 years	2 years	2 years	2 years	2 years	2 years
Minimum Hourly Commitment (4-week schedule period)	3 x 12-hour shifts	3 x 12-hour shifts	2 x 12-hour shifts	4 x 12-hour shifts *per schedule period	3 x 12-hour shifts	1- 13-week contract per year Sept - April (13 weeks X 36 hours a week)
Other Shift Requirements	3 Mondays and/or Fridays	Every Friday	1 Monday or Friday	N/A	3 Mondays and/or Fridays	3 Mondays and/or Fridays
Weekend Requirements	3 x 12-hour shifts (Sat and/or Sun)	3 x 12-hour shifts (Fri, Sat, Sun)	1 x 12-hour shifts (Sat/Sun only)	1 x 12-hour shifts (Sat/Sun only)	3 x 12-hour shifts (Sat and/or Sun)	3 x 12-hour shifts (Sat and/or Sun)
Weekend Hours	Friday* 1900 to Monday 0700	Friday* 1900 to Monday 0700	Saturday 0700 to Monday 0700	Saturday 0700 to Monday 0700	Friday* 1900 to Monday 0700	Friday* 1900 to Monday 0700
Holidays	1 Major & 1 Minor Assigned	1 Major & 1 Minor Assigned	1 Major or 1 Minor Assigned & 2 Critical Staffing Shifts	4 Critical Staffing Shifts	1 Major & 1 Minor Assigned	1 Major & 1 Minor Assigned during assignment period
Merit Eligible	No	No	No	No	No	No
Benefits	Yes	Yes	Yes	No	Yes	No
Scheduling Method	Self-Scheduling Open Shift with Smart-Square (manager will balance schedules)	Self-Scheduling Open Shift with Smart-Square (manager will balance schedules)	Self-Scheduling Open Shift with Smart-Square (manager will balance schedules)	Self-Scheduling Open Shift with Smart-Square (manager will balance schedules)	Self-Scheduling Open Shift with Smart-Square (manager will balance schedules)	Based on unit needs.

Contract Administration Team

- **Trunk Email for Contract Team**

- WFEcontract.administrator@wellstar.org
 - Reports
 - Newsletters
 - Other notifications

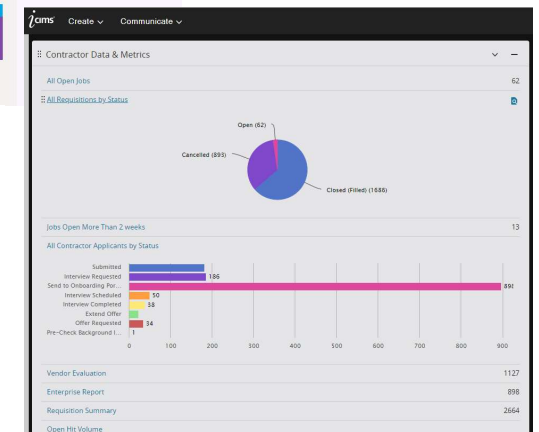
Points of Contact:	
Nichole Johnson Director, Operations Nichole.Johnson@wellstar.org 762-685-4276	<ul style="list-style-type: none"> • Internal Consulting • Workforce Insights • Strategic Planning • Team Coordination
Kristin Mincey Nurse Manager of Operations Kristin.Mincey@wellstar.org 762-685-4283	<ul style="list-style-type: none"> • Vendor Relations • Facility Leadership Relations • Agency Requisition Oversight • Team Oversight • SBAR Reviews
Myrna Spencer Contract Administrator Myrna.Spencer@wellstar.org	<ul style="list-style-type: none"> • Candidate Profile Review • Contract Offers • Contract Execution • Compliance • Onboarding • Contract Extensions • Contract Transfers
Latoya Bailey Contract Administrator Latoya.Bailey@wellstar.org 762-383-0906	
Monica Boardley Contract Administrator Monica.Boardley@wellstar.org 470-681-5434	
Brittany DeArmon Contract Administrator Brittany.DeArmon@wellstar.org 470-702-9675	
Emily Allman Supervisor, Payroll & Operations Emily.Allman@wellstar.org 229-474-6757	<ul style="list-style-type: none"> • Agency Payroll Auditing • Accounts Payable & Receivable • Human Resources Contact • Contract Termination

Contract Administration Resources

- [Contract Admin SharePoint Site for Internal Use](#)
- [iCIMS Portal - Contract Labor](#)

Timekeeping

- Kronos is the **ONLY** source for payment to agencies for time worked by clinician. Leaders, **please do not sign paper timecards**. Our Master Service Agreement outlines that all agency clinicians are required to clock in and out for each shift
- Check timesheets regularly – suggested everyday. Do not wait until Payroll Monday to check agency timesheets



Internal Agency Leader Contacts

Kimberly Johnson
Executive Director of Operations
Kimberly.Johnson@wellstar.org

Julie Fernandez
Nurse Manager of Internal Agency
Service Lines: Acute Care, Emergency Services, Imaging
(470) 670-7999
Julie.Fernandez@wellstar.org

Kaliki Smith
Nurse Manager of Internal Agency
Service Lines: Critical Care, Respiratory
Therapy, Surgical Services, Women's
Services, LPN's
(347) 385-5068
Kaliki.Smith@wellstar.org

RMC Leader Contacts

Resource Management Center
24/7 Operations
(470) 267-4870

Kimberly Johnson
Executive Director of Operations
Kimberly.Johnson@wellstar.org

Lorien McFarlin
Manager, Resource Management Center
(470) 267-4888
Lorien.McFarlin@wellstar.org

Dee Loum
Supervisor, Resource Management Center
(470) 267-4871
Dee.Loum@wellstar.org

Sera Plunkett
Redeployment Staffing Analyst
(470) 267-4899
Redeployment@wellstar.org

WEST Leader Contacts

Amy Macy
Clinical Executive Director
Amy.Macy@Wellstar.org
770-363-0194

Kristen Morris
Manager Acute Care/Manager ICU
Kristen.Morris@Wellstar.org
404-538-1788

Cassie Allen
Manager Emergency Services
Cassie.Allen@Wellstar.org
770-289-7322

April Dixon-Adedapo
Manager Ancillary Services (Respiratory
Therapy & Rehab Services)
April.Dixon-Adedapo@Wellstar.org
678-953-8303

Elizabeth Lester
Manager Women's and Surgical Services
Elizabeth.Lester@Wellstar.org
804-241-9459