



# Partnership Quick Tip

**Creating and implementing collaborative approaches to staffing are important steps in filling resource gaps during the COVID-19 pandemic. Working with partners will enable your organization to leverage staffing resources across the continuum.**

Below are three strategies to address your organization's staffing.

## UNDERSTAND GOALS, CURRENT STAFF ASSETS, AND NEEDS

- Assemble a team to review and list current staff resources as well as resident characteristics (acuity) to determine staffing needs. ◆
- Designate an organization team member to be the lead contact to coordinate details with your partners (i.e., scheduling, shift start times, orientation process, communication preferences, etc.). ◆

## IDENTIFY PARTNERS AND OPPORTUNITIES

Based on the staffing needs identified in Step 1, consider these next steps:

- Make a list of current partner organizations. ▲
- Contact partners – discuss with leadership team who would be the most appropriate individual from the partner organization to engage in staffing discussions. ◆
- Discuss staffing challenges and opportunities with the identified partner representative. ▲
  - Consider potential staffing arrangements that could be coordinated (i.e., type of position needed may be a licensed professional, CNA, housekeeper, etc.).
  - Discuss potential availability of partner staffing resources
  - Discuss financial arrangement. Work with your administrator to finalize a contractual agreement.

## CREATE A LIST OF PARTNERS

The example below outlines partners, who to call, and their potential staffing resources. ▲

- You may want to expand partnerships to include some non-traditional partners. See [Recruitment Quick Tip](#) for additional partner considerations and ideas on how to engage your partners.

Partner	Who to contact Below are suggested contacts to initiate conversation	Potential staffing resources and needs to discuss	Who will take the lead	Agreed-upon actions
Local Hospital	Chief Nursing Officer Human Resources Director Quality Officer	(e.g., inquire if hospital staff could follow people discharged from the hospital and admitted to the nursing home; if acute care partner could help staff the nursing home COVID unit, etc.)		
Peer SNF/NF	LNHA DON Human Resources Director			
Ambulatory Clinic	Clinical Administrator or Director			
Home Health Agency	Administrator or Director			
Hospice	Administrator or Director			
Nursing School	Dean Associate Dean Program Director			
Local Chamber of Commerce	President			
Area Agency on Aging	Director			

A sample template is attached for your use.

### KEY

◆ = easy or relatively short amount of time to implement

■ = moderate time to implement

▲ = easy / moderate amount of time to implement

● = longer amount of time to implement

