

Staff Planning: Roles and Responsibility

In the event of an emergency, the demand on existing resources may cause constraints requiring contingency planning to ensure continuity of priority clinical services and care. The objective of using the **Staff Planning: Roles and Responsibilities** template is to document the high level summary details of essential, deferred, reassigned roles and responsibilities by job title; and, identify key areas of how other facility staff who have been redeployed may be able to support prioritization of work of program staff in the event of an emergency. It is recommended that one template is used for each program service area to detail the staffing roles and responsibilities in the following categories:

- Essential Responsibilities
- Deferred Responsibilities
- Reassigned Responsibilities
- Redeployed Staff

Template Glossary of Terms

Term	Description
Staffing Role	Organization Job Title; Health Care Professional Designation (as applicable)
Essential Responsibilities	List of key areas of responsibility by role during an emergency
Deferred Responsibilities	List of responsibilities which could be deferred during an emergency
Reassigned Responsibilities	List of responsibilities deemed necessary to reassign to other identified job title/staff during an emergency
Redeployed Support Staff	List of areas where facility staff who have been redeployed from other areas may be used within a CKD program and require little to no training to support key activities during an emergency
Comments	Additional notes may be added here for reference



RECOMMENDED ACTIONS

1. Using the template provided, complete one template for all program staffing roles per program service area.
2. Complete details for each column as applicable within the template.
3. Incorporate the completed Staffing Responsibility Template into your final CKD Emergency Management Plan.

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Each program should develop templates based on local requirements. The example below is for educational purposes only.

Facility Name: Hospital XYZ **Program Area:** In-facility Hemodialysis Unit- North Tower

Job Title Key Roles and Responsibilities

Job Title	Essential	Deferred	Reassigned	Redeployed Support Staff	Comments
Program Manager	Program leadership, Staffing, scheduling of resources required for clinical care	Routine administration responsibilities	N/A	Other Facility Program Managers may be assigned to support	
Registered Nurse	Patient assessment & triage, patient assignments, medication administration, documentation	Routine health teaching; Frequency of assessment in stable patients	Dressing changes; Vital signs in stable patients	Patient registration	May be required to move resources to alternative sites of care
Dialysis Technologist	Machine set up and maintenance	Routine preventative maintenance	Machine set up/prime	N/A	May be required to move dialysis equipment to alternative sites of care
Social Worker	Counselling and support services for staff and patients	Coordination and placement of patients	N/A		
Renal Dietician	Dietary consultation and education	Comprehensive nutritional assessments in stable patients	N/A	N/A	
Clerical Staff	Patient registration; order entry as required; communication support	Routine administrative support functions		Communications Support	
Volunteers	Redirect patients and families			Other volunteers may be assigned duties	

Staff Planning: Roles and Responsibility Template

Facility Name : _____ Program Area: _____

Job Title Key Roles and Responsibilities

	Essential	Deferred	Reassigned	Redeployed Support Staff	Comments