POLICY STATEMENT:
A Nursing Resource Pool may be maintained and supported to provide intermittent nursing staffing needs.

SCOPE:
This policy applies and will be distributed to all TTUHSC School of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:
1. **Experience:** TTUHSC SOM Clinic System Resource Pool requires personnel to have a minimum of one (1) year of current acute care or ambulatory care experience.

2. **License:** Current license is required.

3. **Resource Pool Scheduling Procedure:**
   a. The Clinic/Nurse Manager (Head Nurse) will communicate staffing needs to the Resource Pool Coordinator (RPC).
   b. The Resource Pool Coordinator will attempt to contact Resource Pool members to fill the requested time slot.
   c. The Resource Pool Coordinator will communicate back to the Clinic/Nurse Manager the results of the search.

4. **Timesheets:**
   a. The Resource Pool Coordinator will document Resource Pool hours worked and generate bi-weekly timesheets to be submitted to payroll. The employee shall be paid according to the schedule agreed upon. It is the employee’s responsibility to notify the Resource Pool Coordinator each and every time the following occurs:
      1) Reports to work earlier or later than scheduled time.
      2) Reports off from work earlier or later than scheduled time.
   b. Departments will be billed for nursing resource pool hours worked in their department. An internal voucher will be generated to cover hours worked.

5. **Benefits:** None

6. **Professional Liability:** Liability insurance is carried by TTUHSC SOM Clinic System on behalf of all employees while working for the facility in previously defined capacities.

7. **Performance Review:** The performance review will be done by the Resource Pool Coordinator in conjunction with the Clinic/Nurse Managers of the units where the Resource Pool employee works most frequently.
8. **Supervision:** The day-to-day clinical supervision shall be the responsibility of the Nurse Manager of the unit.

9. **Orientation and In-service:**
   a. The employee will be required to attend the NESOP TTUHSC orientation.
   b. Type and length of orientation to the specific assignment area shall be determined by the appropriate Nurse Manager.
   c. Annual mandatory in-services will be complete prior to the date of annual evaluation.

10. **Work-related Injuries:**
   a. Report any injury, no matter how minor, to one’s immediate supervisor, and initiate the work injury form.
   b. Keep the Director of Nursing Services informed of changes in work availability, as necessary.

11. **Department of Human Resources:**
   a. All hires, rehires, and separations are processed through the Department of Human Resources using the personnel action form.
   b. It is the responsibility of the employee to notify the RPC when he/she is no longer available for staffing through the Resource Pool.
   c. Staff who are unavailable for work for more than six (6) pay periods may be terminated.
   d. Re-application must be done through the Department of Human Resources.

12. **Separation:**
   a. An employee may terminate employment at any time and for whatever reason.
   b. Should an employee be hired on a regular basis by one of the units, a two-week notice period from time of notification to time of separation is expected.

**APPROVAL AUTHORITY:**

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, School of Medicine.

**RESPONSIBILITY AND REVISIONS:**

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

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<th>Signatory approval on file by</th>
<th>Steven L. Berk, MD</th>
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