

ZSFG Human Resources Services Report

Submitted to the Joint Conference Committee (October, 2016)

Report Contents:

- Vacancy Report
 - Summary of Hiring Status (Vacancy rate over 10%)
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- 1) Conduct weekly meetings with the hospital executive team to review the hiring status of ZSFG positions.
- 2) Continue building good work relationships with hiring departments by meeting on a weekly basis, nursing administration also rendered assistance on the meeting set-up, so far the departments we have conferred/will confer with are as follows:
 - Emergency Room
 - Med/Surg
 - Critical care/ICU
 - Psychiatry
 - Perioperative/OR
 - Radiology
 - Pharmacy
 - Food and Nutrition Services
 - Environmental Services
- 3) Current RN hiring status in critical areas:
 - Emergency Care Unit
 - ED has spearheaded the expedited referral process for their RN hiring for both experienced and training specialties. A joint panel interview was scheduled for the entire week of 9/12/16 to hire nine (9) 2320 RNs for the training program and five (5) 2320 RNs for experienced. For the Training Program, seven (7) selections out of nine (9) were made thus far. For the Experience Specialty, two (2) selections out five (5) have been made thus far with tentative start work dates of 11/14/16. Additional interviews was scheduled the week of October 10th to fill the remaining vacancies for Training and Experience Specialty. The training program was scheduled to start on the week of 10/24/16 however, due to the additional interviewing required for the remaining vacancies, the training program is pushed out to the week of 11/14/16.
 - Critical Care Unit
 - The training program is scheduled to start on 10/18/16 with six (6) newly hired 2320 RNs.
 - Experienced: Completed interview and making selection for thirteen (13) positions, RTH packets will be submitted in the next 1~2 weeks.
 - Med/Surgical Unit
 - The training program was scheduled to start in October however, the date was moved to November 10th to accommodate the five (5) newly hired 2320 RNs.
 - Experienced: Interviews were conducted the week of September 19th, five (5) selections out of eleven (11) made thus far with tentative start work dates 11/14/16. Hiring Managers will be canvassing the eligible list for additional candidates to interview in early November to fill the remaining vacancies.

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➤ OR Unit:

- Experienced: OR made five (5) selections filling all five (5) vacancies, with tentative start work date 11/14/16.

- 4) Behavioral Health Center (BHC) is currently in the process of filling two (2) 2930 Behavioral Health Clinician positions, interviews tentatively scheduled for the first week of November.
- 5) New Recruiter, Tina Hinnant started on October 17th. Tina is designated to focus on hard-to-fill hospital vacancies. We are very excited to have her and she have already begun working on key positions for the hospital.
- 6) DHR has made improvement on the referral issuance system to include a built-in referral questionnaire when a referral is issued. This new feature allows departments to further refine their cert lists by including an associated online questionnaire to get specific or more in-depth information from applicants during the post-referral selection process which will now provide hiring managers applicants with attributes specific to the desired department. The new feature went live on October 6, 2016, training for staff was conducted on October 14, 2016 and will now begin utilizing the questionnaire to canvass applicants on new and existing referrals.