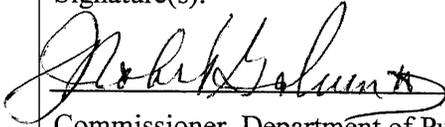




Ottilee W. Lundgren Memorial Field Hospital

Human Resources Manual

Title: MFH Staff Recruitment	Policy #: MFH07-02
Date of Origination: <i>August 16, 2006</i> Document Status : <i>Approved</i> Date Approved: <i>June 8, 2007</i> Date Last Reviewed / Revised :	Signature(s):  Commissioner, Department of Public Health

- I. PURPOSE:** The primary purpose of this policy is to support the recruitment, screening and selection of qualified professionals to meet the staffing needs of the Ottilee M. Lundgren Memorial Field Hospital (MFH).

This policy applies to the recruitment of individuals who are associated with Connecticut's "civil preparedness forces" as defined by Chapter 517 of the Connecticut General Statutes including, but not limited to, the Disaster Medical Assistance Team (DMAT), the Emergency Credentialing Program for Healthcare Professionals (ECP), the Medical Reserve Corps (MRC), the Urban Search And Rescue (USAR) and to other appropriate and recognized organizations, regardless of their status as paid, volunteer, state-based or national-based where it has been determined that members of the organization can contribute to the delivery of safe and effective care during deployment of the MFH.

- II. POLICY: Equal Opportunity/Affirmative Action:** It is the policy of the MFH to provide equal opportunity to serve as a staff member with the MFH and not discriminate against any applicant because of race, creed, color, sex, age, religion, national origin, handicap or veteran status.

It is the policy of the MFH that there be a centralized staffing function provided by the Human Resources Committee which will coordinate the recruitment, screening and selection of MFH volunteers. No other individual or MFH Committee is authorized to conduct independent selection activities unless specifically authorized to do so by the Commissioner, Department of Public Health.

- III. RESPONSIBILITIES AND AUTHORITY:** MFH management and leadership staff are responsible for planning, coordinating and executing recruitment activities within the guidelines of this policy.

The MFH Human Resources Subcommittee in consultation with MFH management and leadership staff is responsible for recruitment, credential verification and offers of participation to individuals. The MFH Human Resources Subcommittee will ensure that a staff record will be maintained for each staff member.

The MFH Human Resources Subcommittee in consultation with MFH management and leadership staff is responsible for developing offers to agencies to participate in staffing of the MFH.

- IV. PROCEDURE:** Documentation of individual participation in any organized agency considered to be a component of Connecticut's Civil Preparedness Forces as defined by Chapter 517 of the Connecticut General Statutes is required prior to screening the individual who is interested in participating as a staff member with the MFH.

Documentation that the individual is a participant in good standing with one or more of the agencies noted above will be used as the preliminary screening device to determine if the individual meets the minimum requirements for participation as a staff member with the MFH.

In accord with legal and regulatory requirements that are applicable, the MFH Human Resources Subcommittee will take reasonable action to ensure that the staff member retains professional licensure, registration or certification requirements throughout service with the MFH.

Potential volunteers may be interviewed by a representative of the MFH Human Resources Subcommittee prior to inclusion on the MFH staff roster.

Formal offers of participation on the MFH staff roster are the responsibility of the MFH Human Resources Subcommittee through its designated representative.