

Process for Fulfilling COVID-19 Health Workforce Staffing Requests



Facility/Organization submits a request for health workforce personnel on **Intake Form***

Information required on submission:

- Roles (Qualified vaccinators, registration staff, screeners)
- Shifts (hours/days)
- Compensation
- Position location
- Whether on-site training will be available
- Facility Point of Contact (POC) name and contact information

**Submission of intake generates immediate notification to Bowen Center team.*

Within 1-2 business days during normal business hours



Bowen Center will identify reservists
within geographic proximity of the workforce request and send targeted email with position information to reservists.



Bowen Center staff will call Facility/Organization POC
for additional information or clarification on workforce request.



Reservists will respond
“yes” or “no” to indicate ability to serve.



Bowen Center will call reservists
to confirm availability and assign shift.



Bowen Center will provide a staffing plan
to facility/organization POC within 2 business days of submission of Intake Form