

Confirmation Emails & Event Sheets

Confirmation Emails

- All staff, including Head Clinicians (HC's), will be emailed a confirmation email before 2-3 days before each and every shift.
- Confirmation emails **MUST** be responded to with a message from the staff member confirming their event
 - If confirming your event, reply to the email with "I confirm" or a similar message
 - If cancelling an event within 48 hours of the event start time, you **MUST** call the hotline. Cancelling an event by only responding to a confirmation email is **not acceptable**.
- Confirmation Emails include:
 - Event Sheet (contains detailed information about the program)
 - Mandatory Covid-19 Daily Self-Screening
 - Lateness Escalation Policy
 - Key Points
 - Training Materials & Training Details from Training Team (if applicable)
- Self-Screening: Every staff member must complete the self-screening 2-3 hours before every event/shift. The screening contains the following questions: ***(if YES to any of the sections, you MUST call the hotline)***
 - Are you are currently experiencing any of the following:
 - Fever above 100.4
 - Loss of taste or smell
 - Shortness of breath
 - Chills
 - Muscle aches
 - Headache
 - Persistent cough
 - Sore throat
 - Runny nose or congestion
 - Nausea, vomiting or diarrhea
 - Have you been exposed to anyone who recently tested positive for Covid-19? (within 6 feet for an extended period of time without PPE) **** If you wear full PPE when caring for patients we do not consider that an exposure; Answer "No" to this question. ****
 - Are you awaiting the results of a Covid-19 test?
- Be sure to read your entire confirmation email and event sheet for every event. The confirmation emails contain important information about your event, including any changes in location, self-screening policies, etc.

Event Sheets

- Event sheets include important information regarding your event, including event address, arrival and start times, and instructions specific to the location (such as parking or building entrance info)
- You are responsible for the information contained in your event sheet & must read every event sheet for every shift as the details may change

Your name, date of event, and type of event should be listed at the top.

Your Arrival Time is always before the Start Time. Make sure you are on site and prepared to start your shift at the Arrival Time.

There may be a company contact name and phone number in this area. Contact your PM or the AP Nurse Hotline before contacting the Company Contact.

MAKE SURE YOU READ THE SPECIAL INSTRUCTIONS. These may change & can contain important details about the event. (Include landmarks and directions)

Save the 24/7 Hotline Phone # in your cell phone so you'll always have it if you

AFFILIATED PHYSICIANS
A Leader in Corporate Healthcare Solutions

18 East 48th Street, 7th Floor, New York, NY 10017 Phone (646) 535-2318 Fax (646) 417-5999

RN EVENT INFORMATION AND TIME SHEET

RN Name: Florence Nightingale Event Date: 6/1/2021 Ship Id: 123456
Event Info: NYC - Dept. of Health CV Vax - Bronx Zoo

Event Type: Wellness Only Staffing Agency: Affiliated Physicians
Program Manager: Jane Smith (AP SM) Program Manager Phone: (123)123-4567

Shipping
Shipping To: _____
Receive Date: _____
If you want to pick up your supplies in our midtown office, call us at (646) 535-2318

Timeline
Arrival Time at Affiliated Physicians:
Program Arrival Time: 8:00 AM
Program Start Time: 10:00 AM Program End Time: 6:00 PM Lunch Break:

**It is your responsibility to ensure that you arrive on-site by the designated Program Arrival Time.
If you are picking up supplies on the morning of the program, you must also account for the time needed for pick-up and travel.*

Location
Company Address: 2300 Southern Blvd., Bronx, NY 10460
Descriptor: _____ Route: _____
Cross Streets: 185th street and Southern Blvd
Event Floor: _____ Event Room: _____
Building Access: _____ Security Clearance: _____
Parking Instructions: *Parking details may be listed here or in Special Instructions*
Company Contact: *Company Contact may be listed here*
Company Contact Phone: (123) 123-4567 Company Contact Cell: _____

Event Services

Flu:	No	Lipid:	No	Glucose:	No
Height Weight:	No	BMI:	No	Waist Circumference:	No
Blood Pressure:	No	Counseling:	No	Other:	No

Special Instructions: *(These are different for every location. Be sure to read your Event Sheet for every shift as changes may be included in this section)* Example: This is an OUTDOOR EVENT that is rain or shine - dress for the weather. For warm weather - bring plenty of water, dress in light layers, bring hat / sunglasses / sunscreen etc - none of this will be provided. Dress accordingly for rain. You will still need to wear Full PPE; Set up begins at 8am; Vaccinations are 10am thru 5pm; An hour for end of program duties; The Bronx Zoo Vaccination Site is located in the Southern Boulevard Parking Lot, 2300 Southern Boulevard, Bronx, NY 10460. The drive in entrance to this lot is at the corner intersection of Southern Blvd and 182nd Street. Staff can enter into the Grote Street entrance prior to 10:00am in the morning. This is the staff vehicular entrance and opens 7:00am-10:00am for staff only. Parking: Staff will have free parking for the duration of this program. Staff will need to show ID. They can enter via the Grote St entrance prior to 10:00am. Please bring water and food. The zoo is also offering a 20%-30% discount on food items.

Hours *(no longer need to be recorded on Event Sheets - record your hours using the Nurse Portal website in your Confirmation Email)*

Time In: _____ Time Out: _____

On-Site Summary
Program Start Time: _____ Program End Time: _____
of Screenings Administered: _____ # of Consent Forms Collected: _____

Signature of Clinician _____ Date _____ Signature of Company Contact _____ Date _____

Personnel
Your assignment: _____

If you are running late and may miss the Program Arrival Time, please see the RN Escalation Policy document for instructions.

Call this number 24/7 if any issues arise or you have any questions:
(646) 535-2318

The Ship ID in the top right corner of your event sheet is a unique 6 digit code you'll need to log your hours on the Nurse Portal website. A new Ship ID is provided for every shift.

Make sure you know where you're going! The address of your event can be found here, along with event floor & room, parking details, and other pertinent location information. These details are location specific.

****DO NOT**
USE THE
WIW APP
FOR
DIRECTIONS!**

No need to record your hours or have your Event Sheets signed; all time keeping is done on the Nurse Portal website found in your confirmation email.