

Process for Fulfilling Vaccine Related Staffing Requests from Local Health Departments



Local Health Department (LHD) submits a request for health workforce personnel on Intake Form*

Information required on submission:

- Roles (Qualified vaccinators, registration staff, screeners)
- Point of Contact (POC) name and contact information

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

Within 2 hours of submission during normal business hours



Bowen Center staff will call LHD POC
for additional information or clarification on workforce request.



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



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 LHD POC within 1 business day of submission of Intake Form