

## GSRMC WOMEN'S CENTER CLOSED UNIT

### Letter of Agreement

1. The provisions of this agreement will cover Registered Nurses from the Center for Women and Families (CFWF). Registered Nurses who work on the 4<sup>th</sup> floor: Labor and Delivery, Special Care Nursery, Pediatrics, Post-Partum, Female surgical care.
2. The Center for Women and Families is a closed unit. All RN's hired into the department are trained to care for Mother Baby couplets, as well as post-op surgical female patients. RN's are additionally expected to train and work in minimum of one additional specialty area of the department; Pediatrics, Labor and Delivery including OR circulation for Cesarean Sections and Post-Surgical Recovery, or the Special Care Nursery.
3. RN staff do not float out of the department to other hospital departments, with two exceptions. An RN may be asked to be a 2<sup>nd</sup> RN in the PACU after hours and/or float to another unit to care for Pediatric Patients not directly housed on the 4<sup>th</sup> floor. Closed Unit status will not preclude the Women's Services staff RN from floating to another department voluntarily. Maintaining competence in other areas is the employee's responsibility.
4. RN's from another department will not float into the Women's Center, unless they request to do so. An exception is Surgical Services RN circulator coverage when an emergent need arises due to a sick call/absence and or acuity of patients or an OR Scrub trained staff member may float to OB to cover the OR for complex cases.
5. All RN's employed in the department; including PRN (Per Diem) RN's are required to take call. Call shifts are shared by all RN's.
  - FTE RN's will pick up required number of call shifts in addition to their regularly scheduled shifts
  - PRN RN's will pick up required number of call shifts in addition to their required minimum shifts per schedule period.
  - Specific Call hours may vary dependent on the needs of the department.
6. The call shifts will be posted via Electronic Scheduling program following the department Schedule of Schedules
7. Staff will pick up call shifts, according to a tiered system outlined below, allowing RNs to be able to schedule their call shifts around their scheduled work dates.
  - All RN's will pick up call shifts on specific days based upon their projected FTE. For all staff, FTE and PRN, their projected FTE will be calculated by the number of shifts scheduled for that scheduling period, including prior approved PTO that falls in the scheduled period
  - The tiers for call pick
    - Day one - RN's working at a 0.8 FTE and every other weekend, and RN's who work at 0.9 FTE or above
    - Day two - < 0.89 FTE

- Call shifts may be picked up to follow one another, or on different days/times to equal the required hours. Call shall not be picked up in conjunction with a regularly scheduled shift
8. If an RN does not pick up their required call, their call hours will be assigned to them on the Monday following the week of call pick up. On Tuesday, the remaining call shifts will be available for pick up on a voluntary basis. These voluntary call shifts will count toward movement toward the bottom of the Adopted Call List.
- Call will not be assigned on dates when a staff member is using PTO, has designated on the electronic schedule they are unavailable, or is on an approved leave from work.
9. Call shifts which become available after the published schedule as a result of illness, injury, and termination/resignation will be designated as “Adopted” call shifts.
- The “Adopted Call List” will be utilized to fill these shifts.
- Adopted Call List
- Initial is least senior starts at the top. Updated list will be made available.
  - Voluntary pick up of Adopted call moves to the RN to the bottom of the Adopted call list.
  - If no one volunteers to take the Adopted call, it will be assigned on a rotational basis with consideration given to extenuating circumstances and skill mix.
10. Hours worked on weekends from required call will not drive consecutive weekend pay or pyramiding of hours on regularly scheduled days resulting in OT.
11. An ongoing rotational holiday schedule is followed for the Major holidays; Thanksgiving, Christmas Eve and Christmas for FTE staff. PRN staff holiday schedule is per the union contract (Article 3.A.5.).