MEMORANDUM OF UNDERSTANDING

Short Stay Unit, Endoscopy, and Pre-Admission Testing PTO

FINAL TA APRIL 6, 2018

1. All regular nurses, except for pre-admission testing nurses, shall be fully oriented to at least two of these three departments: Short Stay (SSU), Endoscopy (Endo), Pre-admission Testing (PAT). Fully oriented is defined as being able to perform in all major aspects of the department. As an example, Short Stay Nurses must be able to take care of both pre-operative as well as post-operative patients.

2. Each nurse is responsible for maintaining his or her skills in each area or department they have been oriented to. Any nurse who feels he or she is losing skills because of infrequent work in a particular area or department shall notify the nurse manager of the need for additional time and/or orientation in that area. This notification will occur before the nurse feels he or she can no longer practice safely in the area or department of concern.

3. Before nurses select their second department, the nurse manager will determine the number of oriented nurses needed in each of the three identified departments, as well as which department receives orientation priority due to staffing needs. The order of orientation to a second department will occur by: (1) volunteers; (2) the most senior nurse not yet oriented to a second department. New graduate nurses will not be oriented to endo until they have a minimum of one year experience.

4. Nurses orienting to a second department may be scheduled to cover their normal duties during any portion of orientation as patient needs arise. Additionally, orientation to a second department may be delayed based on daily staffing needs and/or the orientation needs of newly hired nurses in that department. However, every effort will be made to orient consistently and to not delay second department orientation to expedite the orientation process.

5. As of August 1, 2018, the minimum number of nurses granted PTO for SSU/Endo/PAT shall be four nurses per day. This number shall include any nurses on leave of absence of less than 90 days per Article 10.4.2.

6. PTO is granted by seniority. The two most senior nurses’ requests will be granted. The Hospital is not required to grant PTO to more than two nurses in any of these areas: (a) PAT, (b) ENDO, (c) SSU whose start time is at or before 10:30 a.m. and (d) SSU whose start time is at or after 11:00 a.m.

7. Granting of PTO shall not be denied based on inadequate coverage of non-nursing staffing needs.

8. After the deadline for submitting requests, requests for a day off or a shortened shift (e.g., for unanticipated medical or other personal appointments) shall be granted whenever possible.

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