MEMORANDUM OF UNDERSTANDING - SHORT STAY UNIT AND PRE-ADMISSION TESTING

Short Stay Unit and Pre-Admission Testing PTO Revision May 3, 2023.

1. Short Stay Unit (SSU) is comprised of 3 areas: SSU Pre-op; SSU Post-op; and Series. All regular registered nurses, except for PAT regular nurses, shall be fully oriented to these areas. Fully oriented is defined as being able to perform in all major aspects of the SSU department.

2. Each nurse is responsible for maintaining his or her skills in each area or department. 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. As of May 1, 2023 the minimum number of nurse granted PTO for SSU and PAT shall be five nurses per day. This number shall include any nurses on leave of absence less than 90 days per Article 10.4.2.

4. For the purposes of PTO, SSU nurses with a start time of earlier than 0900 will be considered the early group. SSU nurses with start time of 0900 and later will be considered the late group. PAT will be considered its own group.

5. PTO is granted based on seniority and on the date the request is received as per Article 10.4.3. No more than two nurses will be granted off in each of these groups: (a) early group of start times earlier that 0900; (b) late group with start times of 0900 and later; and (c) PAT. Based on the criteria that only five nurses can be off per day, one group will qualify for only one nurse to be off on any given day.

6. PTO shall not be denied based on inadequate coverage of non-nursing needs.

OREGON NURSES ASSOCIATION

Christine Hauck
ONA Representative
5/25/2023

MCKENZIE-WILLAMETTE MEDICAL CENTER

[Signature]
MWMC Representative
5/19/2023

Date

Date