MEMORANDUM OF UNDERSTANDING #9

Home Infusion

The Oregon Nurses Association (“Association”) and Oregon Health & Science University (“Employer”) hereby agree to the following provisions regarding the Home Infusion Unit. **This agreement is applicable to all nurses in the Home Infusion Unit, including trainees.** All provisions of the parties’ Agreement shall apply, except for the following modifications:

1. **Scheduling and Mandatory OvertimeCall.** Home Infusion shall be included under provision 7.6.1, mandatory scheduled call units. Consistent with Article 7.6.1, a consensus-based UBNPC model of call assignment shall be developed.
   
a. **Routine appointments will not be scheduled on weekends when a nurse is not scheduled to work that day. Routine appointments will not be scheduled in a manner that can cause mandatory overtime. The on-call nurse will not be utilized for routine appointments.**
   
b. **Nurses will not be forced to work more than one hour past their scheduled shift. If they must work beyond their scheduled shift, it will be paid as mandatory overtime. In the circumstance of needing to exceed one hour past their scheduled shift, for example an infusion reaction, the nurse will be paid at the MOV rate for the entire time worked beyond their shift.**
   
c. **CNI should be offered to ensure adequate staffing for all shifts.**

2. **Mandatory Call**
   
a. **The on-call nurse is responsible for responding to urgent phone calls and/or emergencies and will not be utilized for routine appointments.**
   
b. **Efforts will be made to trouble-shoot over the phone, but the on-call nurse may be required to go to a patient’s home. The criteria for needing to respond in person will be established by the UBNPC.**

3. **Travel Expense and Allowance.**
In addition to the requirements of Section 8.5 – Travel Expenses and Allowances:

Reimbursable mileage is all mileage driven on business and/or patient related duties, each work day, starting from the location that the work phone is turned on or work laptop is turned on, regardless of where the other work begins (nurse’s home, a site of care, etc.) Mileage deduction will not occur due to the nurse’s home address will be considered the worksite, minus 14 miles, reflecting a standard deduction of 7 miles each way for the daily commute. If a nurse has shorter mileage to the nurse’s first patient appointment or less mileage from the nurse’s last patient appointment to drive back to his or her home, only the actual miles will be deducted, which must be submitted to the nurse manager as an exception. Nurses are responsible for submitting their mileage.

3. Timekeeping:

Nurses will begin their workday from the minute their first work task starts. Since scheduling is fluid, nurses regularly need to check their patient care schedule at the beginning of their day from their own home, regardless of whether they are scheduled at the site of care or in the field. This is when their paid hours will commence.

Nurse Liaisons will clock in at the start of their shift which begins at the OHSU main hospital campus. Field Nurses starting their day with patient appointments will start their clock in at the start of their shift and clock in from their home and clock out at the end of their shift at their home. A standard deduction of 15 minutes will be deducted from Field Nurses’ clocked work hours at the start of their shift and at the end of their shift, to account for average time it would take to commute to a standard work location at the start of their shift. If a nurse starts his or her first patient appointment of the day sooner than 15 minutes after leaving home, or if it is less than 15 minutes from the nurse’s last patient appointment to his or her home at the end of the shift, only those actual time(s) will be deducted. These must be submitted to the nurse manager as an exception.
Field Nurses and Nurse Liaisons starting their day at the main office location of the Home Infusion Pharmacy in Beaverton will start and clock in for their shift when they reach the Beaverton office.

4. **Telephone, Laptop and Other Necessary Equipment.** The Employer shall supply the nurse with a cellular telephone, laptop and other necessary equipment to be used for OHSU business purposes consistent with OHSU policy.

5. **Unit Based Nurse Practice Committee (UBNPC), and Staffing Plan, Scheduling, and Territories Guidelines.**

   Home Infusion will have a UBNPC, as well as a unit Staffing plan Guidelines. However, the Unit shall not have a staffing plan.

   a. Fair and equitable scheduling processes will be developed through the UBNPC, including scheduling nurses at sites of care.

   b. The Staffing Plan must comply with the law, including having at least two nurses staffed at all times at satellite infusion centers where more than one patient is cared for at a time. Meals and breaks shall be scheduled and nurses will not be expected to use commute time as a break.

      1. The unit will be staffed well enough for nurses to be accommodated for breaks and meals. This will be scheduled into their workday.

      2. The UBNPC will design a schedule that accommodates a nurse's break and meal time, as close to the middle of the day as possible. Breaks can be combined. If a patient is scheduled during that time, there will be a cap on the nurse’s patient care schedule for that day.

   c. The unit will be staffed adequately so that mandatory overtime is minimized.
d. The schedule will add cushions of time to consider the following: traffic, difficult IV starts, medication reactions, phone calls, charting and more.

e. Territories will be designated in the UBNPC. A seniority-based process will be used to determine who bids first. They will be designed to reduce travel time.

f. The UBNPC shall appoint one nurse from the unit to participate in the Medication Safety Committee to ensure that consideration is provided for the unique components of working in patient’s homes.

6. Safety

a. OHSU will reimburse nurses for a reputable in person self defense course.

b. Inclement Weather and modified operations may apply outside of Marquam Hill and should be considered for the location where the patient receives care
   i. Extreme Heat: Nurses will be afforded paid time to step away from patient care in extreme heat to cool down and hydrate, especially when a patient’s home is not air conditioned.
   ii. Extreme Cold: A nurse should not be forced to drive in inclement weather. A nurse shall have the right to stay in a hotel at OHSU’s expense due to inclement weather. The cost of the hotel will be reimbursed to the nurse within 30 days of receipt submission.

7. Training

Nurses will receive adequate additional training for any patient population they are not familiar with. Example: Adult only trained nurses will receive adequate pediatric training.
8. Coverage of employees in remote areas.

If an employee has volunteered to provide coverage for another employee, and the coverage requires extended travel, (more than two hours from their home), the employee shall be reimbursed a per diem for food and hotel. Per diem’s shall be set at the state per diem rates to cover overnight stay.