Letter of Understanding
Between Oregon Nurses Association
And
PeaceHealth Oregon Network

This Letter of understand shall serve as documentation to the discussions held on June 10, June 30, July 8, and August 4, 2020 where the parties reviewed the impact of the Meal and Break positions/assignments in the units located at RiverBend. University District has developed their own meal and break plan with their staffing committee which will utilize assignments. This separation in the campus is appropriate given that each facility has their own staffing committee and process as required by Oregon Health Authority. The Riverbend and University District campus plans for implementing Meal and Break positions/assignments are detailed separately in this document.

The intent of the meal and break positions and assignments is to provide meal and break coverage in compliance with the contract, the unit staffing plan, and all regulatory agencies. The meal and break nurse should not be pulled from their role on that shift or given a patient care assignment with the exception of emergent situations, or if all meals and breaks have been completed, or if they are being replaced by another qualified nurse.

The parties agree to the following for Riverbend units:

The Meal and Break position or assignment will be subject to the following definition of shifts:

   Day Shift - Assignments that start at or between 0700 and 1000.
   Evening Shift - Assignments that start at or between 1100 and 1500.
   Night Shift – Assignments that start at or between 1900 and 2300.

*Shift differential will continue to be paid in accordance with the contract.

The Unit Based Councils will assist each department in determining:

- Criteria around the Meal and Break RNs PTO requests to supplement current department guidelines and in alignment with the contract.
- Criteria around Low Censusing the Meal and Break RNs.
- Criteria around Floating the Meal and Break RNs.

Once developed and approved by the UBC and the manager, the guidelines will be subject to a vote of nurses on the unit per contract. Modifications requested by the Medical Center shall also be subject to the same contractual process of voting at the UBC and unit level. Final unit guidelines will be provided to ONA. Should any concerns arise, ONA may ask to meet with the department leadership and UBC within 30 days from receipt of the guidelines. The Medical Center reserves the right to return the guidelines to the UBC to request modifications, at any time. Any revisions will subject to the contractual voting process for approval by the UBPC and a vote by the unit nurses consistent with article 8.5.1.
The following departments will have one or more 8-hour Meal and Break position(s):

RiverBend:
- OHVI 4, OHVI 5, 8 Medical, 7 Oncology, 7 Surgical, 6 Neurology, 6 Orthopedics, ICU, NICU, Obstetrics (Mom/Baby)

All other departments will not have a meal and break position and will determine meal and break coverage by department. If a department moves to having a meal and break position, as determined by the Medical Center, it shall be reviewed with ONA and this guideline will apply.

Minimum requirements to be eligible for the meal and break RN position or assignments

Each UBC will work with unit leadership in determining the minimum requirements for a RN to be eligible to work in a Meal and Break position or assignment. These requirements will be presented to department leadership for ultimate and final approval. A copy of the final requirements will be provided to ONA. Any changes to these requirements are at the discretion of the Medical Center. Should the Medical Center make substantial modification to the minimum requirements, they shall notify ONA and meet, upon request, to discuss the impact of such change.

The parties agree to the following for University District units:

University District units shall follow the Meals and Break nurse program that was presented and adopted by the University District Nurse Staffing Committee (UD NSC) on June 2, 2020. This program utilizes meal and break nurse assignments as the means of providing meals and break coverage for the University District units. As part of this program, the UD NSC has developed a standardize tracking tool to be used by each unit to for the purpose of maintaining records of meals and breaks coverage. The Medical Center shall notify the Association of any significant changes made to this program including the creation of meal/break nurse positions, changes in eligibility requirements for nurses to serve in the meal/break assignment role, and proposed changes in start/stop times for nurses serving in these assignments. The Association shall be furnished with copies of the tracking documentation upon request.

SACRED HEART MEDICAL CENTER

By: [Signature]
Date: 9/3/2020

OREGON NURSES ASSOCIATION

By: [Signature]
Date: 9/3/2020