

Letter of Agreement
Speech Pathology Scheduling, KPNW, and OFNHP Local 5017
April 13, 2011
 Revised version 10.31.12

The parties agree to the following regarding the standardization of outpatient schedules:

- 1) The clinicians and the manager will work collaboratively to develop the individual schedules, including start and stop times. All clinicians will have a minimum of one late appointment in their base template.
- 2) All schedules will include time for breaks and lunches according to the Professional Collective Bargaining Agreement (CBA).
- 3) Patient Management Time will be scheduled as follows:

Daily Work Schedule	PMT Time
9-10 hours	90 minutes
7-8 hours	60 minutes
5-6 hours	45 minutes
4 hours	30 minutes

- 4) Outpatient schedules 8 hours and greater may include up to 3 new completed appointments, per workday. Outpatient schedules less than 8 hours may include up to 2 new completed appointments, per workday. Before a 3rd new in a less than 8 hour day or a 4th new in an 8 hour or greater day is added to a therapist's schedule, the therapist will be consulted and a careful review of the schedule will be done to identify and hold additional PMT time in that day if at all possible or the next workday. If no additional charting time is able to be held in that day or the next work day, the decision to accept the additional new will be at the therapist's discretion. The above guidelines regarding new appointment slots do not apply to specialty clinic days or evaluation only days.
- 5) Appointment duration for both "News" and "Returns" will be 60 minutes. Modified Barium Swallow exams will be considered a "New" appointment. Complex New appointments will be 90 minutes. Complex New appointments may include, but are not limited to:
 - a) Pediatric feeding evaluations
 - b) Adult or pediatric patients with 2 or more SLP diagnoses as evidenced by triage
 - c) Augmentative Communication
- 6) The order of appointment types, PMT, breaks and lunches will be jointly developed by the individual clinician and the manager, to best accommodate patient care needs.
- 7) Clinicians who work at KSMC will be assigned to either inpatient or outpatient service for their full shift. In the event a clinician is needed to support inpatient and outpatient services in

a workday, every effort will be made to ensure the workday will be divided between services in undivided half shift increments.

- 8) This agreement will go into effect twelve weeks from the date of signing.
- 9) The parties agree to review, in partnership, the above scheduling agreement annually. The review will utilize the Interest Based Problem Solving (IBPS) Process to identify and make necessary adjustments.

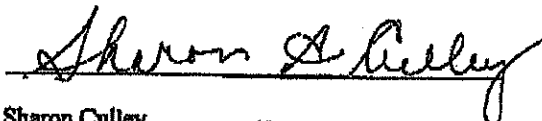
This is a non-precedent setting agreement. This Letter of Agreement will sunset effective September 30, 2015.

Agreement to these terms is indicated by the signatures below.

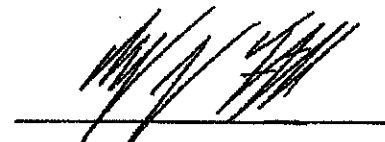
AGREED

For the Union


For the Employer



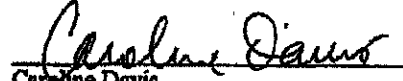
 Sharon Culley



 Nancy J. Fulton



 Elex Tenney
 11/7/2012



 Caroline Davis