

2013 Flu clinic agreements with labor regarding staffing and other information

On June 21, 2013 the Regional Flu Clinic Staffing Team members: Jan Weaver-Shelby - Primary Care Operations, Geri Auerbach - Primary Care Operations, Nate Taylor -HR, Jonathan Donehower- HR, Robin Dalley - OFNHP, John Scott, OFNHP, Angellique Garris, Linda Shaddock (not present)- SEIU met. Here is a summary of our agreements regarding flu clinic staffing:

- 1) Current employees will be used to fill shifts prior to using agency staff for the Monday - Friday and Saturday flu clinics. The same process will be used by Employee Health to provide employee flu shots as part of "roving nurse program." This will include both regular and overtime hours.
- 2) Employees within the location of the flu clinic will be provided an opportunity for shifts at their location's flu clinic first, followed by staff in locations within the geographic service area and finally staff in the region. Contract language considering seniority will be followed. Example: a Flu Clinic at Sunset medical office will first find volunteers from Sunset medical office, secondly from the Westside service area and lastly across the region, including inpatient.
- 3) Employees must fulfill their regularly coded hours before they can volunteer to work hours in flu clinic, the one exception will be zero coded float employees. Staffing the flu clinics will not cause a negative impact on normal operations staffing. OFNHP RN Article 11.1.3 (pgs 32-33) SEIU Article 16 (pgs. 22-25) ONA Articles 9 and 10 (pgs 13-19).
- 4) Managers and staffers will not reassign staff that are scheduled to work in the back office or the front office to work in the flu clinic, nor will managers and staffers pull staff from their pre-scheduled shift in the flu clinic to work in the back or front office unless there is mutual agreement between the manager and employee. The exception where staff could be reassigned from the back office to the flu clinic would be if a provider calls out ill.
- 5) The Detailer/Staffers of the medical office where a flu clinic will be located will email all employees the flu clinic shift openings for both back and front office. Each individual employee will be responsible to provide their availability for specific flu clinic shifts to the staffing person if they desire to work at a flu clinic. If volunteers are needed from other medical offices or from inpatient, the Detailer/Staffer will work with the Detailer/Staffers at the other medical offices and KSMC staffing.
- 6) Flu clinic available shifts will be posted at flu clinic locations by EOD on Friday, August 16, 2013 and will remain posted until Friday, August 23, 2013. From Friday, August 23, 2013 until Friday, August 30, 2013 the remaining unfilled shifts will be available to MA's, LPN's, RN's and RR's within the geographic service area and the contact name and number for the staffing person will be provided. From Friday, August 30, 2013 until Friday, September 6, 2013 the remaining unfilled shifts will be available to all MA, LPN, RN and RR in the region and the contact name and number for the

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staffing person will be provided. On Tuesday, September 10, 2013, the remaining unfilled shifts will be filled with agency staff. Employees who make themselves available after September 10, 2013 will be used as replacement for flu clinic shifts as needed.

- 7) All staff, both current employees and agency staff, who want to work in the flu clinic must complete the regional flu clinic on-line training and, if applicable, the ambulatory nursing instructor led flu training classes. Staff wishing to work in the Flu Clinic who have not given an IM injection in the last 12 months are required to contact Ambulatory Nursing to arrange and successfully complete IM technique validation.
- 8) If more than one current employee signs up for available shift then contract seniority language will apply. Staffers will keep list of additional employees for shift to use as replacement if needed.
- 9) In the event a flu clinics schedules/hours of operations are adjusted, the respective outpatient (ambulatory) contractual language will apply, OFNHP Article 11.B.2 (pg.28) SEIU Article 18.0 (p.29) ONA Article 9.F (pg 16). The manager will notify staff as soon as possible.
- 10) Flu clinic staffing, including additional staff shifts that occur in the NTR for flu immunizations, may be adjusted up or down as needed by the local manager. In the event of unforeseen circumstances, (i.e. vaccination shortage, no patients to vaccinate, etc.) staffing decisions will be made. In this event, agency staff will be cancelled first. If additional staff reductions are needed *volunteers will be sought first from overtime staff and then straight time staff.* In the event a Flu Clinic is cancelled or operating hours are reduced, Flu Clinic staff will be offered *alternate work for the entirety of their scheduled shift.*
- 11) If additional staff are needed for flu vaccination administration post the regional flu clinics, applicable contract language regarding procedures for filling shifts will be followed OFNHP RN Article 11.1.3 (pgs 32-33) SEIU Article 16 (pgs. 22-25) ONA Articles 9 and 10 (pgs 13-19). Post the regional flu clinics, if the region is unable to fill shifts with current employees, the use of agency staff must be approved by a Primary Care Director and labor will be notified.
- 12) Employees who are interested in administering employee vaccinations at non-flu clinic sites, (i.e. Montgomery Park, RCC, KPB, KSMC, KWMC and the dental offices) will contact Employee Health Services. RN's should provide their available hours to Employee Health starting July 22-August 12, 2013. The same training requirements for working Flu Clinic apply. The Roving RN's will begin administering vaccinations starting August 26, 2013. There may be additional times after the formal flu clinic ends for employee vaccination.

**Other information related to flu clinics

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Retired or former KPNW employees who are interested in working the flu clinics can contact Damian Scandiffio, Integrated Healthcare Solutions, and request to work a Kaiser flu clinic (see contact info below). Former KPNW staff who left Kaiser Permanente in good standing will have priority over other agency staff.

Damian Scandiffio
Integrated Healthcare Solutions
4380 SW Macadam Ave, Suite 530
Portland, OR 97239
(503) 972-0488

- KPNW will make every effort to have NUID's assigned and active prior to the start of flu clinics for agency staff.
- Geri Auerbach, PC operations, will be coordinating all agency staffing. She will work directly with location managers. The process with agency staff will be reviewed by PC managers at the Regional flu clinic orientation.
- Tuesday, September 10, 2013 Geri will have the list of unfilled shifts by location and job title.
- Only non-members are checked in for flu clinic. Check-in roles must be filled by current RR's first. All RR's and agency staff must complete flu clinic training

Screening Criteria for Students & Inpatient RN – Ambulatory Nursing Dept.

A. Students

- Must work a minimum of 8 hours per week which can be worked in one (8) hour shift or two (4) hour shifts. Working a Saturday flu clinic is fine.
- Minimum of 3 or more students per school and preferably all the students from the school will work at the same site
- Can administer flu vaccine to patients aged 10 years and up
- Will not be scheduled to administer flu vaccine in the back office. This includes externs or those doing clinical rotations.
- Instructor is accountable for the following:
 - Present to provide supervision at the flu clinic location
 - Commitment to provide training (i.e. use our ppt. presentation to present the content, validate injection skills using our performance checklist). We will provide the KPHC, EH&S and confidentiality training.
 - Conducting documentation audits similar to what the managers are doing with their staff
- Process - Once the instructor has agreed to the above process, the Ambulatory Nursing dept. will contact the Flu Shot Clinic Coordinators regarding students working in their flu shot clinics to establish the communication link related to

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schedules, logistics, etc. Additional communication would be managed between the Instructor and the respective Flu Shot Clinic Coordinator.

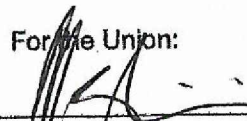
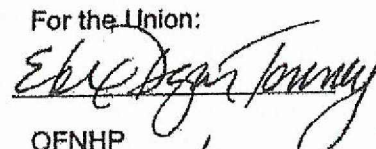
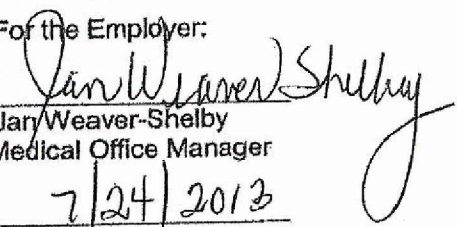
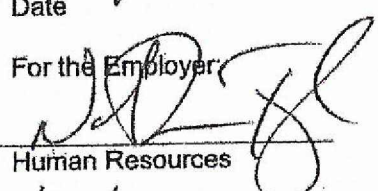
B. Inpatient RNs

- Must work a minimum of 4 shifts in the flu clinic. The shifts can be worked in two (8) hour blocks or four (4) hour blocks.
- Required to complete on-line training flu immunization training (an email notification of training online class options will be sent) and verification of injection technique if inpatient RN has not given an IM injection in the last year. Inpatient RN to arrange this verification with ambulatory nursing.
- In the event a flu clinic is cancelled, the manager will notify staff as soon as possible.
- In the event an inpatient RN is not able to work a scheduled flu clinic shift on a final posted schedule, the inpatient RN must obtain agreement from the clinic PCM to cancel their scheduled shift.
- Process - Once an inpatient RN agrees and meets the above criteria, the Ambulatory Nursing Department will inform Helen Roy and/or the Flu Clinic Schedulers that the inpatient RN is requesting to be scheduled for flu clinic shifts and provide the schedulers with the inpatient RN's contact information.

Please send questions to:
Jan Weaver-Shelby 29-5016
Gerl Auerbach 16-7654
Employee Health 50-3953

All parties agree this agreement is non-precedent setting. If you agree with the above, please indicate such agreement by signing in the space provided below.

AGREED:

For the Union:  SEIU 7/30/13 Date	For the Union:  OFNHP 7/23/2013 Date	For the Employer:  Jan Weaver-Shelby Medical Office Manager 7/24/2013 Date
For the Employer:  Human Resources 7/24/2013 Date		