


Name of Policy:	Office Staffing	 <p>Effective Date: 4/15/2011 Initial Effective Date: 3/22/2000</p>
Policy Number:	3364-101-08-03	
Department:	Ambulatory Services	
Approving Officer:	Interim Executive Director and Sr. Vice President for Finance and Administration	
Responsible Agent:	Interim Director, Primary Care Clinics	
Scope:	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

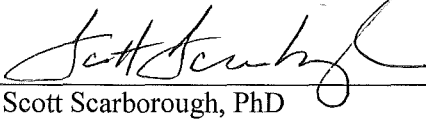

Each office shall have an adequate number of staff members who are qualified and competent to perform their job responsibilities to fulfill the office service mission.

(B) Purpose of Policy

To periodically assess the staffing plans and needs of each office, and provide a uniform process for accommodating intermittent staff needs when office staff members are unavailable or increased patient visits necessitates additional positions.

(C) Procedure

1. The Office Manager and Office Medical Director shall assess at least quarterly their office's staffing requirements. Assessments and recommendations for modifying budgeted staffing shall be discussed with the Director of Ambulatory Services.
2. It is the responsibility of each Office Manager to organize and plan staffing assignments to meet daily and long-range requirements. Staff work schedules shall be posted in accordance with Article 51, Work Schedules, of the collective bargaining agreement.
3. In the event that an office will have an inadequate level of staff due to foreseeable occurrences (e.g. vacancies, medical leaves, vacations, etc.) the Office Manager shall request temporary coverage through Ambulatory Services Administration. If temporary coverage cannot be arranged through other offices, the Office Manager shall contact Nursing Services Administration (ext. 5003) and request contingent staff, float staff, or internal agency.
4. Any temporary staff must be arranged through Ambulatory Services Administration (ext. 6674) to request any staff that are available.
5. Temporary/floated staff will report directly to the Office Manager and be provided with the following, if they have not previously worked in the office:
 - a. A brief orientation to the assigned area
 - b. Introduction to the staff and physicians
 - c. Physician preference information
 - d. Office guidelines, as available
 - e. Safety information

Approved by:	Review/Revision Date:
	5/91
Scott Scarborough, PhD Interim Executive Director and Sr. Vice President for Finance & Administration	4/92
5-9-11 Date	9/93
 Olivia Dacre Interim Director, Primary Care Clinics	6/96
4-14-11	6/99
<i>Review/Revision Completed By:</i> <i>Ambulatory Services</i> <i>UBC</i>	1/01
	12/04
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	10/10
	4/15/11
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Policies Superseded by This Policy: 8-03	