


Name of Policy:	<u>Lunch Period</u>	 Effective Date: 7/1/2011 Initial Effective Date: 9/1980
Policy Number:	3364-134-02	
Department:	Radiation Oncology	
Approving Officer:	Sr. Vice President & Executive Director, UTMC	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Assembly and filing of patient's whenever there is more than one therapist available on the machine in the Department of Radiation Oncology, the 30 minute lunch period will be divided such that the Department is continually staffed during its normal hours of operation.


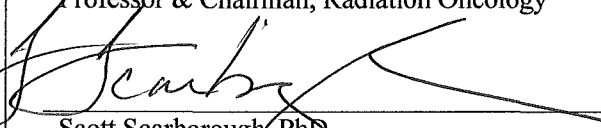
Employees may combine two (2) breaks and lunch period for a 60 minute lunch period.

(B) Purpose of Policy

- To provide:
- a. Continuous available service;
 - b. Personnel continuously available to answer questions of physicians, patients and other staff members;
 - c. Personnel continuously available to schedule procedures or modify the schedule;
 - d. Personnel continuously available to help secure the area.

(C) Procedure

The lunch period will be so scheduled by the Lead Therapist so as to provide continual coverage.

Approved by:  John Feldmeier, DO Professor & Chairman, Radiation Oncology Date: <u>7/1/11</u>	Review/Revision Date: 9/1981 10/1997 1982 4/1999 1983 3/2002 1984 5/2008 1985 7/1/2011 1986 1987 1988 1989 1990 6/1993 2/1996
 Scott Scarborough, PhD Sr. Vice President & Executive Director, UTMC Date: <u>7/2/11</u>	
Review/Revision Completed By: Michelle Giovanoli	Next Review Date: 7/1/2014
Policies Superseded by This Policy: 38-26	