After Hours Credit

Rationale

People who give up evenings for group betterment should be compensated by getting back evenings.

Ratio

1.5 hours of off-hours activities (meeting time) will equal 1 hour of evening time. Meeting time is not as stressful as work.

Off-hours is defined as activities taking place outside of 8a-4:30p M-F including lunch.

Converting meeting time to evening time example:

Committee holds 3 meetings from 5p-7p (total of 6 hours) and another meeting from 5p-5:45p (.75 hour). This is a total of 6.75 hours of meeting time.

Using the conversion ratio of 1.5:1, the 6.75 hours would be converted into 4.5 hours of evening credit.

Needed hours to convert evening into day shift:

One must acquire the number of evening hours in an evening shift to convert that shift into a day shift.
Example:
- 3.5 hours will be needed to convert a 12:30-8p shift into a day shift because there are 3.5 evening hours (4:30-8p) in that shift.
- 4.5 hours will be needed convert 1:30-9p into a day shift because there are 4.5 evening hours (4:30p-9p) in that shift
- 5.5 hours will convert a 2:30-10p shift into a day shift because there are 5.5 evening hours (4:30-10p) in that shift.

Caps:

1. No more than 2 evening shifts may be earned per quarter (8 per year).
2. A single meeting may generate no more than 4 hours of meeting credit. IE, if a meeting goes 5 hours, one only receives 4 hours of meeting credit.

Included:

● ROI and hospital committee meetings. No more than 2/mo (yearly average)
● Section meetings. No more than 1/quarter (yearly average) Max credit 3 hrs/meeting
● Tumor boards done before 8 and after 5. Max credit 1 hr/tumor board
● Med Staff meetings meetings. No more than 2/mo (yearly average). Max of 3 hours/meeting
● Special hospital events approved by the Board of Directors. IE Doc to Doc. Max 1/mo (yearly average). Max credit 3 hrs/meeting
● Marketing - Done off-site and must be official ROI business with associated marketing dollars. No more than 1/quarter (yearly average) Max credit is 2 hours/event.

Not included:

● Any activity done b/w 8a-5p weekdays (including lunches).
● Protocol management
● Tech/staff education
● Vendor interactions
● Peer review
● Data mining
● Research
● CME
● Interview dinners. While these items are very important to the practice, they are difficult to police. It is important that the policy prevent potential abuse.

Reporting:

Individuals are required to submit time to Lourdes. Lourdes will verify via meeting minutes.

Transparency:

Lourdes will collect and publish credits on a semi-annual basis or more frequently if the BOD prefers.

Scheduling:

Changes will be applied to future schedules generated by QGenda and are contingent upon adequate staffing of pods.

Amendments:

Any amendments to this document must receive RMC and BOD approval.