STATEMENT OF PURPOSE: The purpose of this policy is to ensure that ALL staff (regardless of job title or where they work in our department) are dressed professionally and in appropriate attire for specific areas (direct patient care versus non-patient care areas). Faculty and residents are not included in this policy.

POLICY & PROCEDURES:
A. All staff are expected to be clean and neat and dressed in a professional manner.
B. All staff are encouraged to use only moderate colognes, perfumes and other scents in consideration of our patients who may be sensitive to fragrance.
C. All staff MUST visibly wear their OU ID at ALL TIMES during normal business hours while on campus.
D. Excessively tight clothing, excessively baggy clothing, shorts, clothing that exposes skin in the chest, abdomen and/or midriff area are not acceptable.
E. Undergarments must not be visible, either by color or outline, and must be worn at all times.
F. Nose rings, tongue rings and other noticeable body piercings are not acceptable.
G. Tattoos should be covered and not visible during work hours unless absolutely impossible to do so.
H. Flip-flops, rubber slip-on sandals that show the majority of the foot, and house shoes are not allowed. Tennis shoes are permitted as long as they are neat and clean.
I. Special shirts/T-shirts (OU, Thunder, or other specified theme) may be worn ONLY on game days or designated days.
J. Jeans (no faded, no holes, no frays, no low rise) are reserved for Friday (optional dress day).
K. The following conditions apply to the APPROPRIATE BUSINESS DRESS CLOTHES category:
   a. Sweaters may be worn.
   b. Dresses and skirts must be of appropriate length (no more than 2 inches above the knees) may be worn.
   c. Blouses and other non-see-through tops may be worn. Sleeveless tops are acceptable as long as undergarments are not seen.
   d. No spaghetti strap tops, cropped tops, T-shirts, or hoodies.
   e. Denim dress shirts and skirts of appropriate length (no more than 2 inches above the knees) may be worn.
   f. No jogging, gym, swim, or athletic wear.
   g. No low rise khakis/slacks.
L. The supervisor may at any time send a staff member home for inappropriate dress. Time lost from such action will be classified as “leave without pay” or will be charged against the employee’s paid leave balance.

NURSING STAFF:
1. Monday – Thursday: Clean, pressed, fitted scrub sets of any color, or OU T-shirts with scrub pants are appropriate.
2. Shoes – See item H above. Appropriate, closed toe footwear is to be worn Monday – Friday. Solid top Crocs are acceptable.
3. Hair – must be neatly kept. Long hair should be properly kept so as not to interfere with patient care.
4. Friday is optional dress day. The following conditions apply:
   • Clean, pressed, fitted scrubs are acceptable.
   • Approved FMC Polo shirt with jeans/khakis/slacks (see item J above) and skirts of appropriate length.
   • Appropriate business dress clothes (see item K above) may also be worn with a lab coat.

1ST FLOOR CLERICAL STAFF:
1. Monday – Thursday: Clean, pressed, fitted scrubs sets of any color, or OU T-shirts with scrub pants are appropriate.
2. Shoes – See item H above. Appropriate footwear is to be worn Monday – Friday. Open toed shoes are acceptable.
3. Friday is optional dress day. The following conditions apply:
   • Clean, pressed, fitted scrubs are acceptable.
   • Approved FMC Polo shirt with jeans/khakis/slacks and skirts of appropriate length.
   • Appropriate business dress clothes (see item K above) may also be worn.

FRONT DESK (LOBBY AREA) STAFF & 2ND FLOOR STAFF:
1. Monday – Thursday: Appropriate business dress clothes (see above) are acceptable.
2. Shoes – See item H above. Appropriate footwear is to be worn Monday – Friday. Open toed shoes are acceptable.
3. Friday is optional dress day. The following conditions apply:
   • Approved FMC Polo shirt with jeans/khakis/slacks (see item J above) and skirts of appropriate length may be worn.
   • Appropriate business dress clothes (see item K above) may also be worn.
STATEMENT OF PURPOSE: The purpose of this meeting schedule policy is to ensure that all clinicians and employees are aware of and attend the appropriate meetings. The clinics will adhere to the following meeting schedule:

<table>
<thead>
<tr>
<th>MEETINGS</th>
<th>DAY</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLERICAL STAFF MEETINGS</td>
<td>4th Wednesday</td>
<td>Noon – 2:00 pm</td>
<td>1st Floor Conference Room #1705</td>
</tr>
<tr>
<td></td>
<td>3rd Tuesday</td>
<td>8:00 am – 9:00 am</td>
<td>1st Floor Conference Room #1705</td>
</tr>
<tr>
<td>NURSING STAFF MEETINGS</td>
<td>3rd Wednesday</td>
<td>Noon – 2:00 pm</td>
<td>1st Floor Conference Room #1705</td>
</tr>
<tr>
<td>REFERRAL STAFF MEETINGS</td>
<td>2nd Wednesday</td>
<td>11:30 – 1:30</td>
<td>1st Floor Conference Room #1705</td>
</tr>
<tr>
<td>CLINIC TEAM MEETINGS FOR STAFF &amp; CLINICIANS</td>
<td>4th Monday</td>
<td>Noon – 1:00 pm</td>
<td>2nd Floor Conference Room</td>
</tr>
<tr>
<td></td>
<td>4th Monday</td>
<td>Noon – 1:00 pm</td>
<td>Blue Clinic (Jan, Apr, July, Oct)</td>
</tr>
<tr>
<td></td>
<td>4th Monday</td>
<td>Noon – 1:00 pm</td>
<td>Rose Clinic (Feb, May, Aug, Nov)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Green &amp; Purple Clinics (March, June, Sept, Dec)</td>
</tr>
<tr>
<td>EMR STEERING COMMITTEE MEETING</td>
<td>3rd Tuesday</td>
<td>Noon – 1:00 pm</td>
<td>PreDoc Classroom #2202</td>
</tr>
<tr>
<td>CLINIC MANAGEMENT MEETING</td>
<td>2nd Monday</td>
<td>Noon – 1:00 pm</td>
<td>2nd Floor Classroom</td>
</tr>
</tbody>
</table>

FACULTY MEETING SCHEDULE:
Meetings are held in the 2nd Floor Conference room, generally from 8:00 am to 9:00 am on Tuesday mornings. An email is sent telling everyone what the topics are for the upcoming month. The topic of each meeting can vary, but usually consists of:

- **1st Tuesday:** either Executive Committee, PPP, or IEP
- **2nd Tuesday:** Research – January, March, May, July, September, November
  Potpourri – February, April, June, August, October, December
- **3rd Tuesday:** General
- **4th Tuesday:** Clinical or the quarterly Hospital/Clinical meeting that starts at 7:30
- **5th Tuesday:** IEP
STATEMENT OF PURPOSE: The purpose of this policy is to ensure that all employees arrive on time and work according to the schedule so that the clinic and administrative offices operate efficiently.

POLICY & PROCEDURES: All employees are to arrive on time and to have completed their opening duties before the first patient arrives.

OPENING
Nursing and clerical staff will report to work between 7:30 am and 8:30 am (per the schedule)
The first patient is scheduled at 8:00 am
The clinician should be in the clinic by 8:15 am (unless otherwise specified)

LUNCH HOURS
All employees shall be given 1 hour for lunch
The lunch hour is from 11:00 am to 2:00 pm (staggered)

Lunch times are to be staggered so there is at least one person available at all times. One noon nurse is to be available from 12:00 pm to 1:00 pm in Blue clinic and Rose clinic. All other nursing staff are “at lunch” during these hours. See noon nurse responsibilities.

CLOSING (EXCLUDES EVENING CLINIC)
The last patient is scheduled at 4:15 pm so that clinic will be finished by 5:00 pm
All outside laboratory must be ordered by 4:30 pm
All in-house laboratory tests must be ordered by 5:00 pm
All X-rays must be ordered by 5:15 pm

The clinics cannot always function on a strict schedule. Certain employees are expected to stay until the last patient has been seen and the day’s work has been completed. Consult the senior clinic manager or nurse manager for questions concerning specific details about your schedule. Some employees are scheduled until 5:30+ pm to ensure all work is complete and all patients are seen.

BREAKS
Depending on the clinic and administrative office needs, each employee may be permitted one 20-minute break during each 4-hour work period, at the discretion of their immediate supervisor. Breaks may or may not be granted, depending on the work load of the area. Compensatory time is not granted for breaks not taken. Employees must verify with their supervisor and the co-worker covering for them when taking breaks so that they can be located should the need arise.

OVERTIME
Overtime should be approved in advance. If an employee works overtime without approval, the supervisor will follow the OUHSC Campus Disciplinary Plan to counsel the employee regarding working overtime without advance approval by their administrative supervisor, senior clinic manager or nurse manager.
STATEMENT OF PURPOSE: The purpose of this policy is to establish guidelines for achieving a smooth transition in services between 12:00 and 1:00 pm and to establish how the noon nurse is assigned and what the responsibilities include.

NOTE: Clinic phones are rolled to the answering service during the noon hour.

POLICY & PROCEDURES: A nurse will be designated daily as the “noon nurse” in Rose clinic and in Blue clinic to handle patient care and clinical issues from 12:00 pm – 1:00 pm. The designated noon nurse will be posted on the daily assignment sheets.

1. The noon nurse will take lunch from 11:00 am to 12:00 pm.
2. The noon nurse must remain in the building and will be available between 12:00 pm and 1:00 pm.
3. If an overhead page is called twice for the noon nurse or a physician and no one responds – staff should call contact the assigned back-up team leader.
4. If a physician is needed urgently during the noon hour, employees should page overhead “Physician to (Blue or Rose) clinic STAT!” Employees should contact the assigned back up team leader if an overhead page is called twice and no one responds.
5. The noon nurse responsibilities should not be given to the triage nurse.

NOON NURSE RESPONSIBILITIES INCLUDE:
1. Assisting all physicians who are still seeing patients from the morning session.
2. Handling all patient, visitor, and/or employee emergencies.
3. Cleaning and straightening dirty exam rooms.
4. Handling any clinic issues that may require a nurse to be involved.
5. Scrubbing of all used instruments.
6. Reviewing and posting afternoon clinic schedules and check for add-on patients.
7. Performing additional special projects or duties as assigned by team leaders or management.
8. Back-up phone carried by daily designated team leaders when triage nurse is unavailable.
9. Rooming patients for all providers while other nurses are still at lunch.

Note: At least one patient per provider should be roomed when patients sign-in before 1:00 pm.

IMMUNIZATION STATION:
All patients requiring vaccinations/immunizations (adult and children) after 11:45 am will be given by the nurse in the clinic.