


## 2020-2021 Flu Clinic Agreement

2020-2021 Drive up Flu Clinic Agreement with labor regarding staffing and other information.

The Regional Flu Clinic Staffing Team members: Ruthie Berrell, Primary Care Operations, Kirsten Paric, HR, Sheryl Miller, SEIU, Melissa Garcia, SEIU, Beth Swanson, SEIU, Tiffani Martin, OFNHP, Joshua Holt, OFNHP, Terri Imbach, employee health, Jodi Barschow, ~~AB~~  OFNHP, Meg Neimi, SEIU. Here is a summary of our agreements regarding flu clinic staffing:

Traditional walk in flu clinics will be changed to drive up flu clinics due to the current pandemic situation. Logistics will be reassessed in the 2021-2022 flu season.

- 1) ALL RNS, LPNS AND MAS WILL PROVIDE FLU VACCINATIONS.
- 2) Current employees will be used to fill shifts prior to using agency staff for all flu clinics. This will include both regular and overtime hours per applicable contract language.
- 3) Flu clinics include ambulatory, inpatient, ambulatory surgery centers, regional and support facilities, care essentials, medical dental integration (MDI) locations, and homebound members.
- 4) The parties have agreed that for the purposes of the current flu season 2020-2021, the traditional walk in flu clinics at Mt. Talbert/Mt. Scott will be changed to an offsite drive up flu clinic due to the current COVID-19 pandemic.
  - A. Mt. Talbert/Mt. Scott employees will have first right of shifts at the Clackamas Town Center location.
  - B. Clinic Manager and Kaiser Security personnel will be onsite at the Clackamas Town Center location during all hours of operation.
  - C. Should a need arise for future offsite locations due to COVID-19 pandemic, the parties agree to come together to discuss and bargain potential impacts of that change.
  - D. Meals/Breaks: Employees will be provided with a safe and separate area for lunch and meal breaks.
  - E. Inclement Weather: Tents will be set up to protect employees from weather. Fans and/or heaters will be provided if necessary.
  - F. Hours/Days of Operation: All flu clinics are scheduled to start October 3 and run through October 31<sup>st</sup>. If demand is high, they potentially could

be extended through mid November 2020. All clinics are operational M-F 8a – 7pm and Saturdays 9a-5p.

G. Personal Belongings: There will be a bank of lockers and a small refrigerator in order to store their personal belongings or lunch if needed.

H. Clackamas Mall flu Clinic will be VOLUNTARY, and no employee will be forced to work at the offsite location.

- 5) Employees within the designated location(s) of the ambulatory flu clinic office to include Clackamas Town Center, 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. If specialty care employees want to sign up for ambulatory flu clinic shifts, he/she must provide a primary and/or secondary geographic clinic location. Staff with pediatric vaccination experience will be available at each location. Volunteers will first be sought and then be assigned by seniority or inverse seniority based on operational need and member demand.
- 6) Employees must fulfill their regularly coded hours before they can volunteer to work hours in a 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. Staffing will follow applicable contract language.
- 7) If the demand and and/or operating hours are reduced, staff working in that clinic may be assigned supplemental duties within their job description (at that clinic) for the entirety of their scheduled shift. If demand requires more staff than available, the locations where a flu clinic is located on a campus of multiple buildings, like Sunnyside campus, managers will ask for volunteers to temporarily assign to the flu clinic on the same campus to assist with the flu clinic to meet the demand; for example, at Sunnyside Campus temporarily assigning ambulatory staff from Mt. Talbert to Mt. Scott to assist with flu clinic demand. Employee may also elect to voluntarily leave, and employer would pay only for hours worked.
- 8) All staff, both current employees and agency staff, who want to work in a 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 a 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. Staffing is unable to validate completed training.

- 9) If more than one current employee signs up for an available shift, then contract seniority language will apply. Staffers will keep a list of additional employees for shift to use as replacement if needed.
- 10) In the event a flu clinic's schedules/hours of operations are adjusted, the respective contractual language will apply. The manager will notify staff as soon as possible.
- 11) Flu clinic staffing, including additional staff shifts that occur in/at the medical office buildings in addition to potential off-site locations, 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 on the same day 2 hours prior to start of shift or a minimum of four hours worked same day. 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.
- 12) 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. Post the regional flu clinics shift postings, if the region is unable to fill shifts with current employees, the use of agency staff must be approved by the appropriate operation leader, with notification sent to executive leader of the respective labor union and the Flu Clinic Staffing Committee.
- 13) A scheduled flu clinic shift is considered a shift under the attendance policy.
- 14) Due to availability of the 2020 vaccine, starting dates of the flu clinics are tentative. If employees are scheduled for shifts, but the vaccine has not arrived, the employees will be given a minimum of seven days' notice that their shifts will be voided.

#### A. Ambulatory (Member) Flu Clinics

- 1) The Flu 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 during the availability period. If volunteers are needed from other medical offices. or from inpatient, the Flu Staffer will send out an open shift need email to eligible employees.
- 2) Email notification to employees eligible to work at the Flu Clinics will be sent out by 08/21/2020 notifying employees of available shifts at flu clinic locations. Flu clinic available shifts will be emailed to eligible employees by EOD on Friday 08/21/2020 and will remain available for bidding until Friday, 09/04/2020. A one-week reminder to sign up will be sent out on 08/28/2020.

- 3) Shifts will be available to MA's, LPN's, RN's and RR's within, the medical office building, the geographic service area and then the region. Contact email for Flu Staffer is FLU-Staffing.
- 4) On Friday, 09/11/2020 the remaining unfilled shifts will be filled with agency staff.
- 5) Employees who make themselves available after 09/05/2020 will be used as replacement for flu clinic shifts as needed.
- 6) Flu shifts will be awarded and finalized in conjunction with core schedule obligation.

**B. Population Health:**

- 1) Homebound member flu vaccination shifts will follow the ambulatory flu clinic schedule.
- 2) The Staff Schedulers will email all RNs the flu vaccine shifts available. Each individual employee will be responsible to respond within the posting period with their availability if they are interested.
- 3) Population Health will be providing flu vaccinations to patients participating in Home Health, Home-Based Palliative Care, Hospice and Primary Care at Home. In addition, population health will vaccinate health plan patients who are homebound. These vaccinations will be provided Monday-Friday during day shifts, unless additional shifts are added due to unforeseen circumstances.
- 4) All population health RNs and agency staff hired to support population health employees will attend the appropriate flu vaccine training prior to administering vaccinations. Population health staff may contact population health Staff Development to arrange and successfully complete the IM technique validation.
- 5) Only population health RNs or agency staff hired to support population health homebound members will provide flu vaccines to homebound patients.

**C. Inpatient Facility Employee Vaccinations:**

- 1) Inpatient staffing specialists to send email notification with schedule of flu clinic shifts to employees eligible to work at inpatient locations by EOD on August 28th, 2020. Employees will have until EOD on September 4th, 2020, to sign up for shifts. Work is assigned in seniority order, matching availability and skills with needs; straight time assigned before over-time. September 11th, 2020 and beyond, extra shifts will be assigned on a first come first sign-up basis with tiebreakers for signing up on the same day going by seniority.
- 1) Inpatient staffing specialists will be the point of contact for employees interested in signing up for a shift. The staffing specialist will have until EOD on September 9th, 2020 to confirm/enter shifts.
- 2) Inpatient staffing specialists will send final schedule to employees by EOD on September 11<sup>th</sup>, 2020 with information on program and requirements. Inpatient staffing specialists will reach out to those employees that were awarded shifts.

- 3) NOT APPLICABLE IN 2020 the remaining unfilled shifts will be filled with agency staff.
- 4) All employees must be available to work a minimum of 4 hours.
- 5) Employee vaccinators may be required to receive additional training.
- 6) In the event an Inpatient RN is not able to work a scheduled flu clinic shift on the final posted schedule, the RN must notify their Staffing Office.
- 7) There may be additional opportunities after the formal flu clinic ends to provide employee vaccinations.

D. Dental and Regional Support Facility Employee Vaccinations:

- 1) Staffing personnel to send email notification with schedule of flu clinic shifts to employees eligible to work at outpatient locations by EOD on August 28<sup>th</sup>, 2020. Employees will have until EOD on September 4<sup>th</sup>, 2020 to sign up for shifts.
- 2) Staffing will have until EOD on September 11<sup>th</sup>, 2020 to send final schedule to employees. Employee Health personnel will be the point of contact for employees once they are awarded a shift and will provide scheduled staff with information on the program and requirements.
- 3) NOT APPLICABLE IN 2020, the remaining unfilled shifts will be filled with agency staff.
- 4) All employees must be available to work a minimum of 4 hours. LPNs and MAs may work shifts on RN led teams.
- 5) RNs are required to complete on-line flu immunization training before working their shift(s).
- 6) If RN has not given an IM injection in the last twelve months, they are to arrange verification of technique training with a validator.
- 7) Employee vaccinators may be, required to receive additional training.
- 8) In the event an employee is not able to work a scheduled vaccination shift on the final posted schedule, the RN must notify their facility Staffing Office and Employee Health.
- 9) There may be additional opportunities to provide employee vaccinations at regional employee events and there may be additional times after the formal flu clinic ends for employee vaccinations.

\* \*Other information related to flu clinics

Retired or former KPNW employees who are interested in working the flu clinics can contact Integrated Healthcare, 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.

Integrated Healthcare Solutions, LLC  
 Phone: 503.972.0488x330  
 Fax: 503.670.7507

KPNW will make every effort to have NIJD's assigned and active prior to the start of flu clinics for agency staff.

- \* Staff Scheduling, will be coordinating all agency staffing. They will work directly with location managers. The process with agency staff will be reviewed by PC managers at the Regional flu clinic orientation.
- \* Tuesday 09/22/2020 , Staff scheduling 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— Ambulatory Nursing Dept. NOT APPLICABLE FOR 2020

- \* Kaiser Permanente may utilize RN, LPN and MA students, currently participating in externship or preceptorship programs to fill Ambulatory Flu Clinic, CCS Flu Clinic, Inpatient Facility Employee Vaccination and Dental & Regional Employee Vaccination shifts.
- \* Current employees will be used to fill shifts prior to using student interns or agency staff for all flu clinics. This will include both regular and overtime hours per applicable contract language.

#### Students NOT APPLICABLE FOR 2020

- \* 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 o 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 like 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 schedules,

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


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:

For the Union:

For the Employer:

  
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\_\_\_\_\_

Meg Neimi

Jodi Barschow

Ruthie Berrell

SEIU

OFNHP

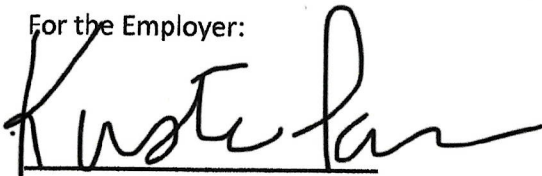
Primary Care DA

Date 08/20/20

Date 08/21/20

Date 8/21/20

For the Employer:

  
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Kirsten Paric

Human Resources

**8-21-20**