

PRIMARY CARE DEPARTMENT SCHEDULER RULES

Updated: May 2025

Introduction

This document outlines the specific rules and constraints used for developing the clinical schedule for internal medicine, family practice, and pediatrics in the automated scheduling software. By documenting these rules, we aim to provide clear information to all providers about how clinic assignments are determined.

Clinic Schedule Structure

1. Clinic Sessions:

- Clinic is held Monday through Friday, both morning and afternoon, except Thursday mornings, when clinic is closed.
- Providers do not work clinic on federal holidays.

2. Inpatient Restrictions:

- Providers do not work clinic during inpatient weeks, which run Tuesday through the following Monday.
- Providers do not work clinic the Monday before inpatient starts.
- Providers do not work clinic the Friday after inpatient starts.
- Tuesday morning after adult inpatient is blocked for admin to allow for sign-out.

Provider Assignment Rules

1. Session Targets:

- Each provider has a target number of clinic sessions per week as defined in the YML file.
- These targets are adjusted in two cases:
 - i. Post-inpatient weeks: 2 sessions are subtracted (since Monday was already worked).
 - ii. Weeks with insufficient available clinic slots due to holidays or leave.

2. Random Day Off (RDO):

- Each provider is assigned one RDO per week (Monday, Tuesday, Wednesday, or Friday), unless:
 - i. They have leave that week.
 - ii. It is a holiday week (MDs/DOs skip RDOs; NPs/PAs still receive them).
 - iii. They have an approved RDO preference, in which case their RDO will always be assigned on that preferred weekday.

Staffing Parameters and Leave Handling

1. Leave Request Process:

- All submitted leave requests are treated as pre-approved during the scheduling process.
- Final leave approval remains at the discretion of department chiefs.

2. Staffing Limits

- Maximum staffing per session is capped at 5 providers for internal medicine and family practice and 4 providers for pediatrics.
- The scheduler searches for the highest possible minimum staffing level that accommodates all leave and other constraints.