

## PRIMARY CARE DEPARTMENT SCHEDULER RULES

Updated: May 2025

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1. Clinic is held Monday through Friday, both morning and afternoon, except Thursday mornings, when clinic is closed.
2. No clinic is scheduled on federal holidays.
3. Providers do not work clinic during inpatient weeks, which run Tuesday through the following Monday.
4. Providers do not work clinic on approved leave days.
5. No clinic is scheduled the Monday before inpatient starts.
6. No clinic is scheduled the Friday after inpatient ends.
7. The scheduler aims to assign each provider their target number of clinic sessions per week, with two exceptions:
  - a. They are post-inpatient, in which case 2 sessions are subtracted (since Monday was already worked).
  - b. There aren't enough available clinic slots due to holidays or leave.
8. All leave is granted. The scheduler starts with a minimum staffing requirement of 4 per session. If no feasible schedule is found, it lowers the minimum one step at a time until reaching 0. Final approval of leave is at the discretion of department chiefs.
9. Maximum staffing per session is capped at 5.
10. Each provider is assigned one random day off (RDO) per week, on Monday, Tuesday, Wednesday, or Friday, unless:
  - a. They have leave that week.
  - b. It is a holiday week (MDs/DOs skip RDOs; NPs/PAs still receive them).
  - c. A provider has a specified RDO preference approved by their supervisor, in that case, their RDO will always be assigned on that preferred weekday.