

BUMC ED Staff Meeting Policy

Purpose: Ensure all providers understand the expectations around our monthly staff meeting.

FULL TIME Providers

- Are expected to physically attend 75% of all staff meetings
- Providers that have worked the night before (overnight) may call in utilizing WebEx
- If a provider is unable to physically attend the meeting, they may call in utilizing WebEx with the approval of the Medical Director
- Advanced notification of missing staff meetings is preferred
- If a staff meeting is missed, 100% of staff meeting minutes need to be reviewed

PART TIME Providers

- Are expected to attend staff meetings once/quarter (WebEx included), unless extenuating circumstances have been discussed with the Medical Director and agreed upon
- Providers that have worked the night before (overnight) may call in utilizing WebEx
- If a staff meeting is missed, 100% of staff meeting minutes need to be reviewed