LOS ANGELES GENERAL MEDICAL CENTER
DEPARTMENT OF NURSING SERVICES POLICY

Subject: **UNIT PRACTICE COMMITTEE PROJECTS – OFF HOURS**	Original Issue Date: 03/08/2024	Policy # **536**
	Supersedes:	Effective Date: 03/24

Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To support the active engagement and productivity of Unit Practice Committee (UPC) members by providing dedicated time each month to work on projects outside of UPC meetings. This initiative recognizes the importance of fostering creativity, collaboration, and progress within each UPC.

POLICY

Eligibility:
All active members are eligible for the dedicated project work time as outlined below.

Allocation of Time:
Each UPC member is entitled to a total of 4 hours per month for individual or group project work. These hours are separate from regular UPC meetings and are meant for project-related tasks, planning, brainstorming, etc.

Scheduling and Coordination:
UPC members are responsible for managing their project work time effectively. It is essential to communicate and coordinate with other team members to ensure efficient utilization of resources and maximize collaboration opportunities. Members should strive to find mutually convenient time slots while considering the overall availability and workload of the team.

Approval Process:
To access the allocated 4 hours per month, members must request approval from their managers, justifying the project's relevance. Managers assess project nature, task urgency, and impact on workload for requests beyond regular hours.

Verification and Distribution of Assignments:
UPC officers are responsible for verifying and assigning tasks for dedicated project time, ensuring fair distribution. Assigned tasks are to be clearly communicated.

Additional Hours:
If UPC members need extra hours, formal requests must be submitted to the Magnet Program Director. The request must outline reasons for additional hours, demonstrate the necessity for

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	Initials: (signature on file)	

project advancement, and provide proof of completed work during allocated hours.

Documentation and Reporting:
Maintain records of project-related hours in a central system. Regularly report project progress and outcomes for transparency.

Policy Compliance:
Follow organizational policies during dedicated project work. This includes respecting confidentiality, data security, and ethical standards.

REVISION DATES

UPC Project Work Time and Assignment Verification

UPC Member Name	
Date Hours Assigned	
Department	
Project Hours	From:	To:

Task		Estimated Hours:
Accomplishment		Actual Hours:
Task		Estimated Hours:
Accomplishment		Actual Hours:
Task		Estimated Hours:
Accomplishment		Actual Hours:
Task		Estimated Hours:
Accomplishment		Actual Hours:

Total Estimated Hours:	Total Actual Hours:

_____
Employee Signature

_____
Supervisor/Magnet Director Signature

Los Angeles General
Medical Center