



March 2015

POLICY: ATTENDANCE REQUIREMENTS

Policy Statement:

As a member of the MMT, certain professional standards are necessary to provide exceptional patient care. In order to accomplish these goals, we must take responsibility and be accountable for our work practices. If we do not, the quality of our service will suffer and patient safety will be at risk.

Command Staff Requirements:

1. Attend nine monthly meetings.
2. Attend all mandatory trainings and/or exercises, unless excused.
3. Attend state level meetings as required i.e. MDH, and AST.

Team Member Requirements:

1. Attend at least three face to face meetings. Participate in at least three of the four quarterly conference calls.
2. Attend all mandatory trainings and/or exercises
3. Absence is excused ONLY with PRIOR approval from Administrator.

Physician/Mid-level Provider Requirements

1. Attend at the direction of the Chief Medical Officer.

Member Reimbursement:

1. Mileage for meeting attendance will be reimbursed for travel >50 miles round trip. Reimbursement is allowed for one location per day, not per person per day. Carpooling is strongly encouraged.
2. Members will not be reimbursed for conference call participation.
3. Submit the required expense form to Administrative Section Chief.

I acknowledge my responsibilities to the MMT. My signature below shows understanding and acceptance of my role within the MMT.

Name – Printed

Name – Signature

Date