

 Yale Radiology and Biomedical Imaging Title: Clinical Work From Home	SOP 19.000	Effective Date: April 2022
	Version 1	RAD Mission: Clinical
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Approval: Rob Goodman, MD		April 2022

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidance for work from home (WFH) during clinical shifts. WFH clinical shifts are allow clinical faculty flexibility and enhance faculty work-life balance

B. Scope

This SOP applies to all faculty who have clinical home workstations (HWS) and are able to read cases/perform routine clinical duties remotely.

C. Materials

None

D. Procedure

1. WFH shifts should be limited during the normal working day (8a to 5p) and any staggered shifts.
 - a. Fewer than 50% of faculty (approximately) should be scheduled to work from home during the standard weekday.
 - i. This may be increased when social distancing requirements are not possible in existing reading room environments or other special circumstances, under the approval of the Chair/VC Clinical Affairs.
 - b. Attending/trainee onsite ratio should be approximately 50/50.
 - c. Additional faculty may work from home during Code-D situations only after approval by the Section Chief/Chair/VC Clinical Affairs
2. WFH shifts are PINK color coded in Qgenda
 - a. WFH shifts should be rotated amongst faculty to ensure a routine regular on-site presence.
3. WFH trainee interaction/teaching is encouraged using Primordial, Zoom or other HIPAA compliant electronic communications/sharing applications approved by YNHH IT.
4. WFH shifts will not require higher RVU generation (or longer hours) than on-site shifts and should be considered equal.
5. Emergent on-site presence may be required during a WFH shift in the event of

equipment failure or other urgent situation determined by the Section Chief/Chair/VC Clinical Affairs.

E. Review/References

Reviewed by Drs. Goodman & Hooley, S Delbasso
Home Workstation SOP

F. Revision History

Version	Date	Reason for Revision

DRAFT