Title: Delayed Start or Cancellation of a Dana-Farber’s Mammography Van (DFMV) Screening Day

Procedure #: BR04.01
Creation Date: 08/25/2010

Purpose:
The purpose of this policy is to establish guidelines for the delayed start (hereinafter, “van day delayed start”) or cancellation (hereinafter, “van day cancellation”) of a DFMV screening day. These guidelines include operational procedures for a van day delayed start or cancellation due to inclement weather, a state of emergency, a parking restriction/emergency, a mechanical failure, and/or staff tardiness/absence.

Scope:
All DFCI Mobile Mammography staff and all community site partners (e.g., Site Coordinators, Breast Health Educators, Van Drivers, etc.).

Policy:

I. Van Day Delayed Start or Cancellation Due to Inclement Weather
   a. Due to the nature of the practice, inclement weather (e.g., severe rain, sleet, snow, hurricane, etc.) may result in a van day delayed start or cancellation.
   b. In the event of inclement weather requiring a van day delayed start or cancellation, the DFCI shall issue a van day delayed start or cancellation (see section VI below).

II. Van Day Delayed Start or Cancellation Due to a State of Emergency
   a. A state of emergency exists when state or federal officials prohibit most people from traveling to work, usually because of serious weather conditions or some other form of disaster.
   b. In the event of a state of emergency, the DFCI may issue a van day delayed start or cancellation (see section VI below).

III. Van Day Delayed Start or Cancellation Due to a Parking Restriction/Emergency
   a. Due to the nature of the practice, a parking restriction or parking emergency declared by the city or the community site partner may result in a van day delayed start or cancellation.
   b. In the event of a declaration of a parking restriction or a parking emergency, the Site Coordinator shall be responsible for identifying an off-street parking solution and shall communicate this solution to DFMV as soon as possible and in advance of the scheduled screening day. If an off-street parking solution cannot be identified in advance of the scheduled screening day, then the DFCI shall issue a van day delayed start or cancellation (see section VI below).

IV. Van Day Delayed Start or Cancellation Due to a Mechanical Failure
   a. Due to the nature of the practice, a mechanical failure of the van and/or supporting equipment may result in a van day delayed start or cancellation.
   b. In the event of a mechanical failure of the van and/or supporting equipment that cannot be remedied, the DFCI shall issue a van day delayed start/cancellation (see section VI below).

V. Van Day Delayed Start or Cancellation Due to Staff Tardiness/Absence
   a. Due to the nature of the practice, community site partner staff tardiness and/or absence may result in a van day delayed start or cancellation.
b. In the event of community site partner tardiness and/or absence, the Site Coordinator shall coordinate back-up staff. If back-up staff cannot be identified, then the DFCI may issue a van day delayed start or cancellation and the van day delayed start/cancellation procedure shall be followed (see section VI below).

VI. Van Day Delayed Start or Cancellation Procedure

a. In the event of a van day delayed start or cancellation, DFMV shall contact the Site Coordinator of the affected site as soon as possible. For an anticipated van day delayed start or cancellation (e.g., blizzard forecast, known mechanical failures), DFMV shall contact the Site Coordinator of the affected site within 24-48 hours in advance of the scheduled screening day.

b. The Site Coordinator shall ensure that all scheduled patients have been notified about the delayed start or cancellation. The Site Coordinator shall provide to DFMV the names, telephone numbers, and contact status of all scheduled patients. DFMV shall reserve the right to contact patients directly with scheduling/rescheduling information as deemed necessary by the DFCI.

c. For all communications to DFMV, the Site Coordinator shall contact the DFCI Mobile Mammography Program Manager (or assigned designee). The Program Manager shall in turn notify the DFCI Breast Imaging Supervisor, the DFCI Lead Mobile Mammography Technologist, and the DFCI Mobile Mammography Technologist aide.

VII. All DFCI Staff shall adhere to the related DFCI Human Resources Policy 4.10.

<table>
<thead>
<tr>
<th>*Policy Review/Revision (indicate Review or Revision)</th>
<th>Date (most recent towards top)</th>
<th>Description e.g., content change, format change, procedure change, brief details regarding change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>01/06/2015</td>
<td>Reviewed; no change</td>
</tr>
<tr>
<td>Revision</td>
<td>07/09/2013</td>
<td>Content change - minor edits</td>
</tr>
<tr>
<td>Revision</td>
<td>05/15/2012</td>
<td>Content change - minor edits</td>
</tr>
<tr>
<td>Revision/ Review</td>
<td>11/04/2011</td>
<td>Format Changes</td>
</tr>
</tbody>
</table>

*Effective 10/01/11, all reviews/revisions will be recorded in the table above.

Policy Reviewers:

Chief

Administrative Director

Director of Breast Imaging

Supervisor, Breast Imaging
Date of Review: 08/15/2010(v1), 11/04/2011(v2), 05/15/2012(v3), 07/09/2013(v4), 1/6/2015

Lead Mammography Technologist
Date of Review: 08/15/2010(v1), 11/04/2011(v2), 05/15/2012(v3), 07/09/2013(v4), 1/6/2015

Program Manager

DFCI Human Resources

Page 2 of 2