

# Family Doctor of the Day



## Thank you for volunteering to serve as the KAFP Family Doctor of the Day (FDOD)!

The following information is intended to make your day of service a success. Below is a short list of *Fast Facts* you'll want to be sure to know. The back side of this document provides more in depth information about your service as FDOD.

### > FAST FACTS > > >



**Kansas State Capitol**  
300 SW 10th St  
Topeka, KS 66612



**Parking Garage, underground**  
(entrance on 8th street near Harrison)  
**Assigned Space: #A-169**



**Check In: 9:00 a.m.**  
**Check Out: 3:00 p.m.**  
Legislative Administrative  
Service office, room 551-S



**What to bring**

- Mask required
- Face shield (optional)
- Stethoscope



**FDOD Office**  
480-W



**WIFI**  
Network: KS-Open  
Use your email as your log-in

Should you have any questions, concerns, or for any reason are unable to serve on your date, please be in touch with Michelle Corkins ASAP at [mcorkins@kafponline.org](mailto:mcorkins@kafponline.org) or 316-655-3832 (cell).

See attached *COVID-19 Safety Measures* to learn how KAFP is keeping FDOD safe for volunteers and guests in 2021!

## **Parking - Underground Parking Garage**

Legislative Administrative Services has one assigned parking space for FDOD volunteers located in the Statehouse underground parking garage with entrance on 8th St. near Harrison. Only park in space #A-169.

*Note: Before you head inside, take note of your license plate number as you will need to supply this to the Legislative Administrative Service.*

## **Checking In/Out**

You are required to check in/out for your shift with Legislative Administrative Services, room 551-S. They will provide you with a doctor's bag, name badge, cell phone and keys to the FDOD office (Room 480-W). Return these items at check-out and report an approximate number of patients served. If for any reason you do not feel safe, you are welcome to leave.

## **While on Duty**

**Supplies:** The FDOD office, room 480-W, is stocked with basic supplies.

- Blood pressure cuff
- OTC Meds
- Otoscope
- Disposable supplies
- Ophthalmoscope
- Glucometer

If supplies are running low, notify Michelle Corkins at mcorkins@kafponline.org or 316-655-3832 (cell). A list of supplies can be found in the FDOD office.

If prescription is needed, please call prescriptions directly into the pharmacy for the guest.

**Phone:** Legislative Administrative Services will provide you with a cell phone so that you may move about the Statehouse. Members of the legislature and their staff are aware of how to reach you in the event you are not in the office. However, they seem to show up at the office for care rather than call ahead- so bear that in mind as you serve.

**Computer/Internet:** There is a computer with internet access in the FDOD office for your use. Log-in credentials are taped to the desk. If you choose to bring your own device and need internet, use the KS-Open wi-fi to access the internet. *Be aware that it is an unsecured network.* If you have difficulties, call the Information Technology office at 785-296-7666.

**Records:** Due to HIPAA regulations we are not required to record, or keep, any records of patient information.

## **Opinions and Lobbying**

You are encouraged to visit with your legislators and any others who stop by the FDOD office. You may be asked for information on various subjects and should free to give your own personal opinions as long as you make it clear that they are your personal opinions.

**By volunteering as FDOD, you are agreeing to not participate in any activities that constitute as lobbying** unless specifically requested to do so by KAFP. For these purposes, lobbying is defined as actively promoting an issue by attending rallies, testifying at hearings, or seeking out legislators or administrators to influence voting decisions. Anyone who wishes to lobby on an issue should feel free to do so on their own time, not while volunteering as FDOD. Any lobbying activities by those serving as FDOD may lead to exclusion from the program.

**Thank you again for volunteering to serve as the FDOD at our state capitol. You are providing an important service on behalf of KAFP and all Kansas family physicians. We hope you find your time enjoyable and rewarding.**

# COVID-19 Safety Measures for Family Doctor of the Day



First and foremost, your health and safety are our number one priority during your day of service at the Statehouse. The following safety measures will be in effect beginning in January 2021 and have been communicated to legislators and their staff.

## COVID-19 Safety Measures

### **1. Masks are required for all volunteers and guests to enter the FDOD office.**

- Volunteers are encouraged to bring their own N95 mask. KAFP has provided disposable face masks you may use.
  - A small quantity of face shields have been donated. Please use only when necessary. You are welcome to bring your own face shield if you wish.
- Guest doesn't have a mask? Disposable face masks are provided and available on the shelf in the FDOD office.
- Guest doesn't want to wear a mask? Then they are welcome to call the FDOD office and discuss their needs over the phone.

### **2. Hand sanitizer is provided just inside the door for all guests to use.**

- Ask every guest to use hand sanitizer upon entry. Make sure the hand sanitizer is easily accessible for everyone to use.
- You are to use hand sanitizer between each guest, and as frequent as necessary throughout your day of service.

### **3. Disinfect the FDOD office after each guest.**

- After each guest, you will use the provided disinfecting wipes to clean all high-touch surfaces and any equipment you may have used.
- At the end of each shift, you will disinfect all high-touch surfaces one last time in preparation for the next day's volunteer.

### **4. The FDOD office has been reorganized to accommodate social distancing.**

- A chair for the guest to sit in is in one corner giving as much distance between the guest and you behind the desk.
- Should you need to closer examine the guest, you are free to do so at you see fit.

### **5. The FDOD office door will remain closed during your shift.**

- In support of social distancing and to ensure only one guest is in the FDOD office at a time, legislators and staff have been instructed to knock before entering.
- Please do not prop open the FDOD office door.

These safety measures have been developed by KAFP leadership and will be updated as needed. Should you have any questions or concerns please contact Michelle Corkins at [mcorkins@kafponline.org](mailto:mcorkins@kafponline.org).

# Supply List

## for Family Doctor of the Day



The purpose of the FODD program is to serve as an aid station to guests (legislators, staff and visitors of the capitol). With that in mind, KAFP leadership has identified the following supplies as necessary to support this purpose.

If stock of any supply is running low, please notify KAFP staff so that it may get restocked. Should you have suggestions for additional supplies to have in stock, you are welcome to share your suggestions with KAFP staff.

### Exam

Item	Location
Otoscope handle	Plugged into the outlet on the back wall
Otoscope heads	Desk, top left drawer
Otoscope heads	Lateral cabinet, second drawer
Pulse oximeter	Desk, top left drawer
Thermometer, forehead read	Desk, top left drawer
BF cuff, automated	Desk, top left drawer
Tongue depressor, single wrap	Lateral cabinet, top drawer
Q-tips, single wrap	Lateral cabinet, top drawer
Stethoscopes, various qualities	Lateral cabinet, bottom drawer
Various tools	Lateral cabinet, second drawer
Gloves	Lateral cabinet, top drawer. Extras in second drawer.
Masks	Bookshelf. Extras in lateral cabinet, bottom drawer.
Face shield	Lateral cabinet, bottom drawer.
Blood Glucose Meter, strips, lancets	Lateral cabinet, top drawer

### Bandages

Item	Location
Triple antibiotic ointment, single use	Lateral cabinet, top drawer
Bandage, regular size	Lateral cabinet, top drawer
Bandage, small size	Lateral cabinet, top drawer
Bandage, 2x3	Lateral cabinet, top drawer
Bandage, 3x4	Lateral cabinet, top drawer
Gauze pad, 2x2	Lateral cabinet, top drawer
Gauze pad, 4x4	Lateral cabinet, top drawer
Gauze wrap	Lateral cabinet, top drawer
Elastic bandage wrap	Lateral cabinet, top drawer
Tape rolls	Lateral cabinet, top drawer
Steri strips	Lateral cabinet, top drawer

## First Aid

Item	Location
Alcohol prep pads, single wrap	Lateral cabinet, top drawer
Emesis basin	Lateral cabinet, top drawer
Instant cold pack	Lateral cabinet, second drawer
Feminine pads	Lateral cabinet, second drawer
Feminine tampons	Lateral cabinet, second drawer
Sling, arm	Lateral cabinet, top drawer
Sodium chloride solution	Lateral cabinet, second drawer

## Medications

Item	Location
Ibuprofen	Lateral cabinet, top drawer
Aleve	Lateral cabinet, top drawer
Tylenol	Lateral cabinet, top drawer
Bayer low dose	Lateral cabinet, top drawer
Benadryl, blister pack	Lateral cabinet, top drawer
Zyrtec, bottle	Lateral cabinet, top drawer
Tums, bottle	Lateral cabinet, top drawer
Immodium (loperamide)	Lateral cabinet, top drawer
Pepcid (famotidine)	Lateral cabinet, top drawer
Glucose tablets	Lateral cabinet, top drawer
Nexium	Lateral cabinet, top drawer
Nitroglycerine Rx	Lateral cabinet, top drawer
Ondansetron Rx, blister pack	Lateral cabinet, top drawer

## Other

Item	Location
Hand sanitizer	Bookshelf and desk. Extras in lateral cabinet, bottom drawer.
Masks	Bookshelf. Extras in lateral cabinet, bottom drawer.
Hand sanitizer	Bookshelf. Extras in lateral cabinet, bottom drawer.
Disinfectant wipes	Bookshelf. Extras in lateral cabinet, bottom drawer.
AAA batteries	Desk, top left drawer

As of January 2021.





KANSAS ACADEMY OF  
FAMILY PHYSICIANS  
**CARING FOR KANSANS**

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**Chief Executive Officer**

Tarah Remington Brown

January 2021

Dear KAFP Member,

*Thank you* for volunteering to serve as Family Doctor of the Day (FDOD) in the upcoming legislative session. I know taking time away from your community and practice is harder now than ever, and want you to know that KAFP values and appreciates you for giving of your time and talents to volunteer.

The FDOD service has been in continuous operation by KAFP since 1978. Through the years the medical aid of FDOD have evolved to meet the times, and that certainly is true now as we prepare for our 43<sup>rd</sup> year of providing FDOD services. KAFP has assembled a workgroup to tune-up our FDOD practices, and now with the pandemic, to establish appropriate COVID safety measures to create the best environment for FDOD services.

First and foremost, your health and safety are our number one priority during your day of service at the Statehouse. The following safety measures will be in effect beginning in January 2021 and have been communicated to legislators and their staff.

**COVID safety measures**

**1. Masks are required for all volunteers and guests to enter the FDOD office.**

- Volunteers are encouraged to bring their own N95 mask. KAFP has provided disposable face masks you may use.
  - A small quantity of face shields have been donated. Please use only when necessary. You are welcome to bring your own face shield if you wish.
- Guest doesn't have a mask? Disposable face masks are provided and available on the shelf in the FDOD office.
- Guest doesn't want to wear a mask? Then they are welcome to call the FDOD office and discuss their needs over the phone.

**2. Hand sanitizer is provided just inside the door for all guests to use.**

- Ask every guest to use hand sanitizer upon entry. Make sure the hand sanitizer is easily accessible for everyone to use.
- You are to use hand sanitizer between each guest, and as frequent as necessary throughout your day of service.

**3. Disinfect the FDOD office after each guest.**

- After each guest, you will use the provided disinfecting wipes to clean all high-touch surfaces and any equipment you may have used.
- At the end of each shift, you will disinfect all high-touch surfaces one last time in preparation for the next day's volunteer.

**4. The FDOD office has been reorganized to accommodate social distancing.**

- A chair for the guest to sit in is in one corner giving as much distance between the guest and you behind the desk.
- Should you need to closer examine the guest, you are free to do so at you see fit.

## 5. The FDOD office door will remain closed during your shift.

- In support of social distancing and to ensure only one guest is in the FDOD office at a time, legislators and staff have been instructed to knock before entering.
- Please do not prop open the FDOD office door.

### **What care does FDOD provide?**

The purpose of the FDOD program is to serve as an aid station to guests (legislators, staff and visitors of the capitol). With that in mind, the supply cabinet has been updated to reflect aid station level of care.

In the black cabinet you will find basic first aid bandage supplies, frequent over-the-counter medications and typical durable and disposable medical supplies. New for 2021 we have added a touchless thermometer, finger pulse oximeter readers, an automatic blood pressure monitor and repaired the otoscope. These electronic supplies can be found in the top left drawer of the desk, with the otoscope charging on the wall behind the desk.

Should any guest require medication or attention beyond what is already provided in the supply cabinet, it is at the volunteers' discretion to decide if (a) a referral back to the guest's primary care physician is necessary, (b) if it is appropriate to call a prescription into the pharmacy for the guest, or, (c) if it is in the guests best interest to seek emergency care at a medical facility.

A full list of standard FDOD supplies can be found in the FDOD office for your reference. If any supplies are running low or damaged, please notify KAFP staff ([info@kafponline.org](mailto:info@kafponline.org)) so that they may get the supply restocked or repaired.

If you are a repeat volunteer, you may notice these supply offerings are a "slimmed down" menu from years past. After careful consideration by the work group and KAFP officers, it was decided the best path forward for FDOD was to operate more as an aid station and less like a full-fledged clinic setting.

### **What do I need to bring?**

- **Mask.** While disposable, single-use masks will be provided, you may want to bring your own N95 mask.
- **Face Shield.** If you feel a face shield is appropriate for your day of service, please bring your own. A limited number of face shields are on-hand in the FDOD office.
- **Stethoscope.** A variety of stethoscopes, of varying qualities, are provided in the FDOD office. Many volunteers prefer to bring their own.

Otherwise, just bring you! The FDOD office is set up for you to have a successful day of service. You may wish to bring your own laptop or tablet to connect to the Capitol internet (hardwire or Wi-Fi available).

Please visit the KAFP website, [www.KAFPOnline.org/FDOD](http://www.KAFPOnline.org/FDOD), or contact Michelle Corkins, [mcorkins@kafponline.org](mailto:mcorkins@kafponline.org), to learn more about your day of service as FDOD.

Sincerely,



Chad Johanning, MD  
President



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*Kansas City*

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**Chief Executive Officer**

Tarah Remington Brown

December 2020

Dear Kansas Legislators and Capitol Staff:

The Kansas Academy of Family Physicians (KAFP) is honored to provide Family Doctor of the Day (FDOD) services at the Statehouse, a volunteer service provided since 1978.

The FDOD program is made possible by our dedicated members who volunteer their time and talents to staff the FDOD office throughout the legislative session. These physicians live and practice all around our great state and take time away from their patients and clinic to volunteer as FDOD to provide valuable medical aid to you and visitors at the Capitol.

**What care does FDOD provide?**

Our volunteers are happy to assist guests with blood pressure checks, distribute first aid bandages, examine sore throats and advise on other minor ailments. When necessary, the doctor may advise guests to make an appointment with their primary care physician; or, when appropriate, seek urgent or emergency care.

**Who can visit the FDOD office?**

We are here to serve guests; legislators, Capitol staff and visitors are all welcome.

**COVID-19 safety measures**

In response to the COVID-19 global pandemic, the health and safety of our volunteers and guests is our top priority. To be able to safely and continuously provide FDOD services, KAFP asks that everyone abide by these appropriate safety measures:

- Knock on the door before entry to ensure only one guest is in the FDOD office with the doctor at a time.
- Masks are required to enter the FDOD office, 480-W. A mask will be provided if a guest does not have one.
- Use the provided hand sanitizer upon entry of the FDOD office.
- Maintain social distancing while in the office unless the doctor initiates closer contact.

The doctor will disinfect high-touch surfaces after each guest, in addition to regular daily janitorial cleaning services provided by the Capitol. A copy of these safety measures will be posted on the FDOD office door as a reminder for all visitors and updated as appropriate.

*Please remember the doctors are volunteers and constituents. They serve one day as FDOD, but every day as a physician in their community caring for Kansans. We ask that you respect and honor their service by abiding by these necessary COVID-19 safety measures.*

Should you have any questions, please contact our office at [info@kafponline.org](mailto:info@kafponline.org).

We look forward seeing you in the upcoming legislative session.

Sincerely,

Chad Johanning, MD  
President