



# 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 review. The second page of this document provides more in-depth details.

### FAST FACTS >>>



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



**Parking Garage, underground**  
(entrance on 8th street near Harrison)  
**Assigned Space: A169**



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



**What to bring**  
 Cell phone  
 Laptop  
 Stethoscope



**FDOD Office**  
480-W



**WIFI**  
Network: KS-Open  
Use your email as your login

Should you have any questions, concerns, or for any reason are unable to serve on your volunteer date, please contact Courtney Evans, Director of Programs, ASAP at [cevans@kafponline.org](mailto:cevans@kafponline.org)

The Statehouse does not have a masking requirement for the 2025 legislative session. Please be aware however, KAFP may request that guests of the FDOD office wear a mask, if a surge in COVID-19 cases occurs.



KANSAS ACADEMY OF  
FAMILY PHYSICIANS  
CARING FOR KANSANS

## **Parking - Underground Parking Garage**

Legislative Administrative Services (LAS) has one assigned parking space for FDOD volunteers, located in the Statehouse underground parking garage with an entrance on 8th St. near Harrison. Volunteers should only park in space #A-169 and use the elevators from P2 up to ground level (G).

## **Checking In/Out**

You are required to check in/out for your shift with the LAS Office, room 551-S. You will be provided with a name badge and keys to the FDOD office (room 480-W) when checking in at 9:00am. **Be sure to return office keys and name badge during check-out at 3:00pm** and report an approximate number of patients seen. If for any reason you do not feel safe, you are welcome to leave at any time. Please inform the LAS Office that you are leaving and return the FDOD office keys.

## **Dress Code**

The FDOD program has no set dress code. Many volunteers choose to wear scrubs, their white coat, or business casual attire. If you plan to explore the capitol building, comfortable shoes are suggested.

## **While on Duty**

**Supplies:** The FDOD office, room 480-W, is stocked with basic treatment supplies and a doctor bag.

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

**If supplies are running low, immediately notify Courtney Evans at [cevans@kafponline.org](mailto:cevans@kafponline.org) or 913-957-2331 (mobile).** \*If a prescription is needed, please call prescriptions directly into the pharmacy for patients when necessary.

**Nursing:** An out of office sign will be available to hang on the FDOD office door for privacy when needed. An exam bed with a partition wall, wall outlet, and mini fridge are available for use.

**Phone:** In order to allow you to freely move about the statehouse while not seeing patients, an LAS staff member will call you directly, via your mobile number provided on your volunteer form, in the event a visitor is need of care. **Please be sure to carry your mobile phone with you and hang the door sign provided in the FDOD office when leaving during your shift, then remove it once you return.**

**Computer/Internet:** You are welcome to bring your own laptop or tablet and will have access the internet during your volunteer shift. Use the network information provided above to get connected. *Please be aware that it is an unsecured network.* If you experience 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. Residents should refer to the protocols outlined in their individual residency programs for specific rotation requirements on clinic notes as a participant of FDOD.

## **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 feel free to share your opinions, however, please make clear that these are personal opinions so as to not speak on behalf of the KAFP and its members.

**By volunteering as FDOD, you are agreeing not to participate in any activities that constitute as lobbying** unless specifically requested to do so by the 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 the KAFP and all Kansas family physicians. We hope that you find your time as FDOD to be enjoyable and rewarding.**