



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* to review. The second page of this document provides important 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, 551-S (L5)



What to bring
 Cell phone
 Laptop
 Stethoscope



FDOD Office
480-W (L4)



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

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.



**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). Once on ground level, volunteers will go through security and can take the Southwest elevator to the LAS office, room 551-S, on the fifth floor.

Checking In/Out

You are required to check in/out for your shift with the LAS Office (room 551-S). When checking in at 9:00am, you will be provided with a name badge and keys to the FDOD office (room 480-W, fourth floor) and file cabinet where supplies are located. **Be sure to return office keys and name badge during check-out at 3:00pm** and report an approximate number of guests 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. **If you leave the FDOD office at any time during your designated service, the door must remain locked. No guests or unauthorized individuals should be given access to the office for any reason.**

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 aid station supplies and a doctor bag.

If supplies are running low, immediately notify Courtney Evans at cevans@kafponline.org or 913-957-2331 (mobile). ***If a prescription is needed, please have guests contact their primary care physician or pharmacy to make a request. Prescriptions should never be called in or written by FDOD volunteer physicians or residents. The FDOD program acts strictly as an aid station only. In addition to this restriction on prescriptions, shots of any kind shall not be administered by volunteers, and no volunteers should allow or supervise self-administration of shots by guests. Only supplies provided by the program are to be stored and used in the FDOD office. No other supplies may be stored or brought in for use that have not been explicitly provided by the FDOD program.**

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 guests, an LAS staff member will call you directly, via your mobile number provided on your volunteer form, in the event a visitor is in 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 to the internet during your volunteer shift. Use the secure network information provided in your confirmation email or the public WiFi provided on the first page of this document, under "Fast Facts". 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 agree 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.