In Scope & Out of Scope Guidelines

**IN SCOPE**
- Issues and work processes at department or unit level
- Local policies, systems, assignment, schedules, etc.
- Decisions related to attaining UBT goals
- Working within such parameters as contract, budget, regulations, law, regulatory requirements, etc.

**OUT OF SCOPE**
- Issues related to larger entity than your unit
- Policies and procedures that must be consistent within the larger entity
- Individual performance or behavioral issues
- Creating agreements that are not in compliance with contract, budget, regulations, law, regulatory requirements

Determine whether each scenario is in scope or out of scope for the UBT:

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>IN SCOPE?</th>
<th>OUT OF SCOPE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Internal Medicine is working on implementing a reward and recognition plan that includes special parking spaces in the facility lot.</td>
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<td>B: The Orthopedics Department is independently working to improve the way Radiology takes care of the patients Orthopedics sends over to them.</td>
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<td>C: OB/GYN is creating a new scheduling system for its receptionists.</td>
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