

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
MEDICAL STAFF POLICY MANUAL**

**Orthopedic Call Schedule**

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<b>Effective Date:</b>	<b>10/10/12</b>	<b>Policy No:</b>	<b>MS017</b>
<b>Cross Referenced:</b>		<b>Origin:</b>	<b>Medical Staff</b>
<b>Reviewed Date:</b>	<b>8/17/2015</b>	<b>Authority:</b>	<b>MEC</b>
<b>Revised Date:</b>		<b>Page:</b>	<b>1 of 2</b>

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**Scope:** All orthopedic physicians who participate in the Orthopedic Call schedule for HRMC

**Definition:** On call week = Monday 7:00am through the following Monday to 7:00am

**Purpose:** To delineate the method of preparing a call schedule for the medical staff and to define the process of adding/deleting a physician from the schedule.

1. Schedules will be produced by the department chairman with the input from the physicians providing call;
2. Schedules will be produced 3 months in advance and will be for 6 months of rotation;
3. Call will be divided fairly and equitably to all members of the department/specialty that are eligible to participate in call;
4. Call will ensure 24/7 coverage, 365 days a year and will be allotted in 1 week increments.
5. In the event of a conflict within the specialty as the chairman, the Member at Large will be a neutral party to administer the call schedule.

Adding/Deleting physicians

When a new physician joins staff:

1. There will be a two-month wait from the time the Medical Executive Committee approves the physician's privileges before s/he is eligible to participate in the call schedule.
2. In an effort to keep summer vacations and holiday celebrations minimally disturbed, the following will apply:
  - a. If a new physician is added to the call schedule between January 1 and June 30, the physician will be added after the end of the call rotation cycle, in alphabetical order, creating a new schedule for all members of the rotation.
  - b. If a new physician is added to the call schedule between July 1 and December 31, the physician will be put in the call schedule rotation after a two-month wait period, as a fill in for the future pattern, until the current year schedule is completed.

*Example: 8 physicians in the existing rotation - the new physician is #9*

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The new physician would take every nine weeks commencing two months after his/her start date and relieving whoever is on call of their duty on the previous schedule during that week and every nine weeks thereafter through the end of the year.

If a physician is deleted:

1. The department chairman must be notified as soon as possible regarding the resignation date.
2. In an effort to keep summer vacations and holiday celebrations minimally disturbed, the following will apply:
  - a. If a physician resigns from the call schedule between January 1 and June 30, the physician will be deleted from the call schedule rotation and a new schedule will be created for all members.
  - b. If a physician resigns the call schedule rotation between July 1 and December 31, the vacant weeks of the remaining schedule will be covered by evenly distributing them among the other members of the call schedule.