

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
SCHEDULES**

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Policy No: 1.016
Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
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Scope: All members of the Cardio-pulmonary Department.

Purpose: To ensure that the cardiopulmonary staff are aware of their scheduled shifts.

Procedure:

- Schedules are to be completed and posted by the 15th of the month before.
- When the employee work schedule is completed, it is posted in the department and/or sent out via the hospital email.
- It is the responsibility of each staff member to be aware of their assigned dates and shifts.
- Each schedule is a minimum of four weeks.
- If there is a conflict with hours scheduled after the schedule is posted, the person who completed the schedule is to be notified. He /she will attempt to adjust the schedule as needed. If this is not possible, the Cardio Pulmonary Manager is to be notified. In addition, he will make final decision on the matter.
- The schedule is the responsibility of the Manager or Designee.
- Any request for time off will be handled according to the Vacation Request, Sick Calls and Request for Day Off Policy, Cardiopulmonary Policy and Procedure Manual, Section 1, Policy 18.
- Any changes made to the schedule by the manager or designee (scheduler) will be notified to the staff via hospital email and/or text messaging.