
* **ADDENDUM** *

HACKETTSTOWN COMMUNITY HOSPITAL

Division of Nursing

Index: 7420.000
Addendum: # 9
Issue Date: March 12, 2002

TITLE: OR CALL POLICY

PURPOSE:

The outline the procedure that will be utilized for OR call. Note that these are only guidelines and may need to be adjusted depending on department needs.

PROCEDURE:

1. Two OR staff members, either one RN or one Tech, or two RN's, must be on call during the stated hours.
2. Requests for "no call" may or may not be granted depending on department needs and will be handled on a first come, first served basis.
3. OR staff members are responsible for finding their own replacement if they cannot fulfill their assigned call. Any call switches must be approved by the OR Unit Coordinator.
4. In the event that a staff member is ill and cannot fulfill their call, a replacement will be found for them by the OR Unit Coordinator.
5. Weekday Call
 - a. OR Weekday Call is defined as the hours between 3pm and 7am (16 hours).
 - b. All full time and part time employees are required to take one or more nights of Weekday Call per week (16 hours), depending on staffing needs.
6. Weekend Call
 - a. OR Weekend Call is defined as the hours between 7am Saturday morning and 7am Monday morning (48 hours).
 - b. All full time and part time employees are required to take Weekend Call, as assigned, on a rotational basis.
 - c. Per diem staff who are required to take call can choose two options:
 - 1) Take one weekend call per month (no weekday call)
 - 2) Take call schedule required by full and part-time employees.

7. Holiday Call

- a. OR employees are required to cover at least one day of call on the following summer holidays and one day of call on the following winter holidays. Depending on staff quantities, these requirements may need to be readjusted.

Summer Holidays

Memorial Day Weekend (Saturday, Sunday and Monday)
Fourth of July 7 days
Labor Day Weekend (Saturday, Sunday and Monday)

Winter Holidays

Thanksgiving
Christmas Day
Christmas Eve 7 days
New Year's Day
New Year's Eve
Easter Weekend (Saturday and Sunday)

- b. Holiday Call sign-up shall take place during the month of January on a first-come, first-served basis.
c. Any employee who has not signed up for Holiday Call will be assigned their Holiday Call.
d. New staff members are expected to take call on Christmas or Christmas Eve as per the Department of Nursing Standards.
e. Rotation of holiday selection is mandatory in order to be fair to all involved, therefore, staff may not sign up for the same summer or winter holiday two years in a row.
f. Credit for the year goes to the staff member assigned to that holiday, not to the person who might actually work on that day if the assigned call is given away.