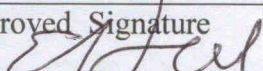


Department: Medical Staff

Subject: Staff Call Schedule	Initial Date: 7/18/2001	Latest Revision 1/12/2017
POLICY: MS-1	Page 1 of 1	Approved Signature  Date Approved 1-12-17

PURPOSE: To establish a call schedule for Active Staff members for on-call duty, including equitable coverage of Holidays. Active Staff on-call duty can be delegated to physician assistant (PA) or adult nurse practitioner (ANP) under their supervision if needed.

POLICY:

Routine Call: One Active staff member will take call on a rotating basis for a 7-day period until all Active Staff members have served, then the schedule will repeat. *Physicians who specialize in general surgery are not required to participate in the routine call schedule on a rotating basis.*

Holiday Call: Holiday call coverage will be evenly distributed among Active Staff members. For the purpose of this policy, holidays will be considered:

- Good Friday through Easter
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving
- Christmas Eve/Christmas Day
- New Years Eve/ New Years Day

DEFINITIONS: None

PROCEDURE:**Routine Call**

1. The Medical Staff Coordinator will develop the call schedule on at least a quarterly basis and distribute it at least one month in advance.
2. Each Active Staff member will take call for 7 days beginning at 0700 on Mondays.
3. Active staff members may swap call upon mutual agreement. The Medical Staff Coordinator is to be notified as soon as feasible. Should the Medical Staff Coordinator not be on duty, the Hospital operator should be notified and then notification will be given to the Medical Staff Coordinator when on duty.

Holiday Call

1. During the Annual Medical Staff meeting, Active Staff members will randomly draw for holiday call through the calendar year, as well as New Years Day of the following year, one at a time until all holidays are covered and evenly distributed.
2. Call on holidays will begin at 0700 the date of the Holiday and run for 24 hours.
3. Holidays may be swapped between Active Staff members as long as the distribution of holidays is evenly maintained and the Medical Staff Coordinator is notified.
4. The Medical Staff Coordinator will publish the holiday call schedule within one month after the Annual Medical Staff meeting.

POLICY OVERSIGHT: Administrator

RELATED POLICIES: None

REGULATORY REFERENCE: None