

## Medical Surgical/OHVI 4&5 Voluntary On-Call Guidelines

Purpose: To ensure a means to cover the Nursing staffing needs in the Med Surg complex.

1. The "Voluntary On-call" sheet will be posted on the 5 med surg units (8 Medicine, 7 Surgical, 7 Oncology, 6 Neurology, 6 Orthopedics, OHVI 4 and OHVI 5) at the time of each cycle posting.
2. Nurses may not sign up for potential 6<sup>th</sup> and Consecutive shifts without indicating this on the sign-up sheet by placing a star next to their name. Failure to do so will render the nurse not eligible for premium pay.

It is expected that you would only sign up for those shifts you are fairly confident you can stay committed to. When you remove yourself from the on-call sheet, please try to do so at least 24 hours prior to the start of that shift.

Absolute cut-off time for a staff person to take themselves off of call is:

0400 Days

1200 Eves

2000 Nocs

Removal from a call shift after these times will be documented and tracked.

3. Per Diem staff must work two shifts at straight time/holiday pay in the previous pay period before they can be eligible to sign up for an on-call shift.
4. It is expected that you will sign-up for your desired shift in person. However, you may verbally request a Charge Nurse, Facilitator or Nurse Manager to add you to the list. In the event this happens, the Charge Nurse, Facilitator or Nurse Manager must initial next to the name they added.
5. One name per slot.
6. You may not sign up on multiple units for the same on-call shift.
7. The agreed upon shift length is 8 hours (full shifts only).
8. The Staffing Office and Charge Nurses will be instructed to use the following algorithm for calling staff in, if needed:
  - (1) availability list (non-premium), (2) on-call list, (3) calling staff not listed on either
9. Nurse Manager/Charge Nurse/Facilitator/Staffing/Scheduling may break consecutive stretches by:
  - a. Removing you from a scheduled day
  - b. Electing to decline your offer to be on-call
10. If you are off on PTO, or off via schedule exchange, and decide you are available to work, please contact your scheduler to put you either back on the schedule or on the availability list. This will be at straight time.
11. Nurses called in on-call status will be floated according to unit float guidelines.
12. Charge Nurses/Facilitators will proactively remove staff from on-call sheet (call & notify) 2 hours before the start of the designated shift.
13. Charge Nurses/Facilitators will call in staff as needed and notify Staffing, who will enter this info into Kronos.
14. Charge Nurses/Facilitators will note on the Exception Log (staff person, hours and "on-call" status) when they keep someone on-call. Target will enter the "on call" hours into Kronos.
15. Charge Nurse/Facilitator (or designee) to fax on-call sign-up sheet every Monday morning by 0800 to Target (this will serve as the approval form to pay).
16. Any qualified/oriented nurse from other units (OHVI, Super Pool, etc.) can sign up for an on-call shift.

Updated 10/15/14