



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### OPERATING ROOM

### POLICY AND PROCEDURE

---

**SUBJECT: EMERGENCY ON-CALL COVERAGE**

**Policy No.: OR027**

**Revision Date: 08/2018**

**Effective Date: 11/2006**

**Page: 1 of 1**

---

**Purpose of procedure:** Guidelines for the on-call process.

**Policy Statement:** Surgical services will be provided 24 hours/day, 5 days a week, except Holidays, on an on-call basis.

**Physician's Order Required:** No

**Performed By:** RN, Surgical Technician

**Procedural Steps:**

1. A team of two Registered Nurses and one Surgical Technician will be assigned to standby call. Standby call covers from 1630 - 0700, Monday – Thursday. Standby call on Friday starts from 1530-0700 the next day. No coverage Saturday, Sunday and County holidays. In addition to stand-by call, Monday through Friday one team comprised of a Registered Nurse and a Surgical Technician is assigned for designated overtime (first call).
2. Each team member is responsible in providing a current telephone number or pager number to the nursing office, charge nurse and/or nurse manager. The employee will check to make sure the telephone is functional, charged before he/she leaves the hospital. The employee is responsible in providing an alternate number to reach if applicable.
3. It is the responsibility of employees assigned to standby call to be available by telephone/pager for emergency procedures. The hospital will first attempt to contact the team members by telephone, then an alternate phone number if provided. The team will arrive within one hour of the notification.
4. The monthly time sheet with the stand-by call and designated overtime will be posted every 28 days. When time off is granted after the time sheet is posted, the employee is responsible to provide coverage for the date.
5. When the On-Call and designated overtime schedule is completed, it is distributed as follows:

Operating Room Bulletin Board  
Nursing Resource Office  
Telephone Operator  
AMiOn -Intranet

02/16 - Reviewed

08/18 - Revised Jo-Ann Abesamis, RN, BSN,CNOR

07/21- Reviewed Jo-Ann Abesamis, RN, BSN, CNOR.