



RANCHO LOS AMIGOS

NATIONAL REHABILITATION CENTER

POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES

CODE: 9.13.5
DATE: 2/1/95
REVISED: 4/19/22

SECTION: PERSONNEL RELATED POLICIES

APPROVED: Tinh Tran, Pharm.D
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SUBJECT: ASSIGNMENT OF OVERTIME

PURPOSE

To establish a written policy and procedure for the assignment of overtime in the Pharmacy Department.

POLICY

Assignment of overtime utilizing **County full time staff** and **Registry** staff shall be made consistent with County, DHS policies and current Pharmacy MOU guidelines. See “Overtime” Administrative Policy and Procedure A224.

PROCEDURE

Overtime assignments shall be based on needs of the service and availability of **County and registry** staff. If required coverage is not possible with **registry** staff, it shall be maintained with **County** staff authorized overtime

Outpatient Pharmacy

Hours of Operation:

Monday - Friday 8:00 A.M. - 6:00 P.M.

Closed Saturdays, Sundays and County Holidays

1. Daily Unexpected Need for Overtime Coverage

- (a) **During regular hours of operation:** to cover same day absences, e.g., illnesses, emergency absences, Pharmacy Supervisor will call Pharmacy staff that was scheduled off on that day. If coverage is needed toward the end of the day to handle afternoon staff shortages, the Pharmacy Supervisor(s) will ask staff already working if they can work overtime to cover the needs of the service, e.g., high volume, late clinics.
- (b) **After regular hours of operation:** Outpatient Pharmacy does not require coverage after regular hours of operation, unless patient load, inpatient discharges, and/or late clinics require the Pharmacy to stay open after 6:00 P.M or for “emergency” weekend/holiday prescriptions.

2. Planned (coverage for vacations/jury duty, etc.)

Reviewed: 4/15/2016bdk, 11/19/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*



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- (a) **Registry staff:** Anticipated staff shortages due to vacations, extended illnesses, jury duty, etc., will be covered with registry staff whenever possible.
- (b) **County staff:** If unable to cover with registry staff the Pharmacy Supervisor will announce and post the availability of overtime.

Inpatient Pharmacy

Hours of Operation:

Open: 24/7

Planned and unplanned shortages (sick and vacation coverage etc.)

- (a) **Registry staff:** Anticipated and unanticipated staff shortages due to vacations, illnesses, jury duty, etc., will be covered with registry staff whenever possible.
- (b) **County staff:** If unable to cover with registry staff the Pharmacy Supervisor will announce and post the availability of overtime.