County of Los Angeles   **Department of Health Services**

OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF ANESTHESIOLOLGY
POLICY & PROCEDURE

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NUMBER: 413
VERSION: 4

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SUBJECT/TITLE: **015-CALLING IN LATE OR ABSENT**

POLICY: Procedure For Calling In Late Or Absent

PURPOSE: To outline the responsibilities of the Anesthesiologist, Nurse Anesthetist, Nurse Practitioner, Anesthesia Technician, Resident, Medical Student and Secretarial Staff Calling In Late Or Absent.

DEPARTMENTS: **ANESTHESIOLOGY**

PROCEDURE: If any member of the Department of Anesthesiology is going to be late or absent for any reason, the following notifications must be made.

- Call the AOD/Anesthesiologist on call as soon as possible. Pager 818 529 0372 - personally speak with the AOD. The AOD/Anesthesiologist on call will take action as outlined in the policy for the AOD. This will include notifying the Chief of Anesthesiology and arranging coverage. If the Anesthesiologist on call is notified, he will also notify the AOD during sign-out rounds at 0700.
- Call the Department's main phone # 747- 210-4350 and leave a message. (This is in addition to notifying the AOD.)
- If an Anesthesia resident calls in sick, he/she will also call the Attending supervising his/her room. If an Anesthesia resident calls in sick, this will be reported to the Residency Supervisor at UCLA. (ABA Certification Policy "Absence from Training" states the total of any and all absences during Clinical Anesthesia training that may not be exceeded per year.)

Office staff should check for messages at the beginning of the day to identify sick or late calls. Office staff should then immediately inform the AOD of any sick or late calls.

References: SEE POLICY: RESPONSIBILITES FOR 2ND CALL ANESTHESIOLOGIST Re: COVERAGE FOR ANESTHESIOLOGIST BECOMING SICK DURING CALL.	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 02/12/2020
Review Date: 8/3/93, 11/17/04, 1/4/96, 3/9/07, 9/7/07, 01/24/2008, 08/25/2016, 02/12/2020	Revision Date: 9/11/06, 12/17/09, 12/5/2011
Next Review Date: 02/12/2023	
Distribution: Anesthesiology	
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