

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF EMERGENCY MEDICINE
POLICY & PROCEDURE**

**NUMBER: 3235
VERSION: 2**

SUBJECT/TITLE: STAFFING: MD, RN, LVN, NA AND ANCILLARY STAFF

POLICY: The Olive View- UCLA Emergency Department will be staffed with an adequate number of essential personnel to provide safe and effective care for patients and families seeking emergency care and/or treatment.

PURPOSE: To provide adequate staff coverage for the Department of Emergency Medicine 24 hours a day with physicians, nursing and ancillary personnel that are experienced and qualified by nature of their licensure, training and education to meet the patients; and departmental needs

DEPARTMENTS: DEPARTMENT OF EMERGENCY MEDICINE (DEM)

PROCEDURE: COVERAGE:

Physicians

Attending will work in shifts of 8-hours and 12-hours.

The Department of Emergency Medicine will be covered, 24 hours a day, 7 days a week, by the Residents and Nurse Practitioners, under the supervision of an attending physician.

When the scheduled Department of Emergency physician is not on duty by 15 minutes after his/her scheduled time, the following guidelines should be used to secure coverage:

1. The off-going attending must inquire if Department of Emergency Medicine physician-on-duty is aware of scheduled physician's expected time of arrival. If the physician has no information, the physician-on-duty or nurse-in-charge will check the schedule and initiate the following:
 - a. Call the scheduled physician to ascertain his arrival on duty.
 - b. If unable to contact the scheduled physician, then contact the back-up physician.
 - c. If unable to reach back up, then will attempt to contact all available full time staff.

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A roster will be posted daily for designated on-duty and back-up medical staff members.

Registered Nurses: Are on duty and present in the Department of Emergency Medicine 24 hours/day. Registered Nurses work 12 hours shifts (7A-7P, 11A-11P and 7P-7A). There is a charge nurse assigned for each 12 hour shift rotation. Core RN Staffing each day and night 12 hour shift is 22. To meet this core number, additional RN staff is requested as needed and approved by the Clinical Nursing Director.

Licensed Vocational Nurses: May be on duty and present in the Department of Emergency Medicine on an 8 or 12 hour shift.

Nursing Attendants: Are on duty and present in the Department of Emergency Medicine on 8 hour shifts. Core NA staffing each day and night 8 hour shift is minimum 7.

Clerks: Are on duty and present in the Department of Emergency Medicine on 8 hours shifts. Core clerical staffing each shift is 3.

Student Nurse Workers: Work flexible shifts as available.

References:	
Approved by: Aurea Jamora (Clinical Nurse Director II), Georgia Foot'e-Sam (Clinical Nurse Director II), Gregory Moran (Chief Physician), Joselin Escobar Duran (Assistant Hospital Administrator II), Paula Siler (Clinical Nurse Director III), Scott Lundberg (Assistant Medical Director)Georgia Foot`e-Sam (Clinical Nursing Director)	Date: 06/20/2017
Review Date: 6/83, 1/87, 1/90, 3/99, 11/07, 2/11, 9/16 06/20/2020	Revision Date: 12/7/07, 2/17/11, 9/12/16
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