

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 673
VERSION: 1

SUBJECT/TITLE: FACILITIES SUPERVISOR OF THE DAY

POLICY: Olive View Medical Center Facilities Division shall have a Facilities Supervisor of the Day (FSOD) assigned to provide assistance with problems that occur in the Hospital on evenings, nights, weekends and holidays.

The FSOD shall act for the Facilities Division of Olive View Medical Center. The FSOD shall make decision and provide direction in conjunction with the Nurse Administrator to solve problems that may arise during his/her Tour of duty.

PURPOSE: To ensure that problems concerning the Facilities Division are handled during evenings, weekends and holidays.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE:

GUIDE: FSOD duty is required of all employees performing supervisory duties.

Compensation for duties performed as an FSOD shall be in accord with any applicable provisions of the County Code. Overtime may not be claimed for this assignment unless it meets the definition of overtime in the County Code.

The FSOD will be available at all times by pager or by telephone. He or she shall keep the BEAS Room employee on duty informed as to his or her whereabouts if not available by telephone or pager.

When difficult problems are encountered by the FSOD, he/she shall contact Facilities Supervisors or Managers for assistance.

The Director shall establish specific hours of duty for the FSOD and assign specific personnel to act as FSOD.

An FSOD schedule shall be developed and published in December for the following calendar year. If a change is necessary, it shall be the duty of the

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individual requesting the change to inform those normally calling on the FSOD of the change in schedule.

References:	
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