(A) Policy Statement

When an employee is leaving the department for any reason, lunch, break, clinics, conferences, lectures, etc., it will be their responsibility to sign out on the board that is provided. The only exceptions are EKG techs on duty as they have cause to leave the department numerous times during a work shift and are able to be reached by beeper.

(B) Purpose of Policy

Due to emergency situations that arise within the hospital and the numerous physician inquiries regarding specific patients, it may be necessary to locate the staff member quickly. Much of the work is done outside the Heart and Vascular Center; and because of the number of staff employed, it is necessary to use the sign-out board as a method of communication.

(C) Procedure

1. Write name, location where you may be located, and the telephone number if available on the sign-out board in the clinic area and or the Call Center Room of the Heart and Vascular Center.

2. If you change locations before returning to the Heart and Vascular Center, call the call center so that she may change the message board.