(A) Policy Statement

On-call duty will be assigned to all trained personnel.

(B) Purpose of Policy

To provide standardization of on-call duty.

(C) Procedure

Staffing requirements will be met by regularly scheduled staff in conjunction with on-call personnel. The operating room (OR) team will be comprised of a Registered Nurse (RN) and a technologist or two RNs. When additional staffing is needed, the following guidelines will assist, without limiting, the charge nurse’s decision regarding staff utilization.

1. On-call duty is described as follows:
   a. Each team is comprised of 1 RN and 1 Surgical Tech or 2 RNs (one of whom is expected to scrub).
   b. Call is 24 hour Saturday, Sunday, and Holidays
   c. Heart/vascular and Ortho call during the week is 3p-7a
   d. General call is 3p-11p for first shift and 11p-7a for second shift.

A. General Call – general, gynecology, oncology, minor vascular, neurology, ear nose and Throat, plastics, and general trauma surgery to be performed by the general team,

B. Ortho Call- orthopedic surgeries

C. Heart/Vascular Call – heart, thoracic surgery, and complicated vascular surgeries

2. It will be at the discretion of the operations supervisor or designee, how these call teams will be utilized.

3. In the event additional emergency staffing is required, any specialty call team may be called in for cases outside their specialty.

4. On-call personnel must be available to arrive at the hospital within one-half hour after receiving the call. The person on call is responsible of insuring answering via pager or phone. In the event the on call person does not call back within 5 minutes, the alternate number will be called.

5. If possible, the call team will be provided with the following information: the surgeon's name, proposed surgery, case classification, proposed time for the surgery to begin.

6. Benefits and compensation for call will be those described in the UTMC personnel policy manual.
7. In the event a designated call person calls in sick or FMLA and cannot fulfill their call duties another staff member will pick up the call shift. The staff member picking up the call shift may, at their discretion, request that the person who vacated the call shift due to illness/FMLA pick up a call shift for them in return. A weekday call shift will be traded for a weekday; weekend shift for a weekend shift; holiday shift for a holiday shift. Arrangements for the trade must be discussed by the two parties involved within four weeks of the initial missed shift. The trade must be recorded appropriately on the call schedule.

8. In situations when all call teams have been utilized and additional nursing personnel are required, the OR nurse manager, operations supervisors, or a designated staff nurse will be contacted by the nursing house supervisor to assist in arranging the appropriate coverage.

9. It is the responsibility of all on call team members to check with the charge nurse prior to leaving to see if they are needed.

10. If the on call team is assigned as the free team, it is expected this team will actively assist the OR staff as needed.

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**Approved by:**

Christina Powlesland, BSN, RN
Nurse Manager Operating Room

Moneeca Smith, MSN, RN
Director of Nursing/Chief Nursing Officer

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**Review/Revision Date:**

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**Next Review Date:** 8/2019

Policies Superseded by This Policy: 4-17

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*