


Name of Policy:	<u>On Call Procedure</u>	 Effective Date: 06/01/2020 Initial Effective Date: 03/10/2004
Policy Number:	3364-138-19	
Department:	Neurodiagnostics	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Manager, Neurodiagnostics	
Scope:	The University of Toledo Medical Center Neurodiagnostics	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

All technologists will be on-call for emergent testing (EEG or Monitoring) on a rotational schedule. The on-call technologist shall respond to any Emergency calls after normal business hours Monday – Friday until 7:00 pm and 9:00am to 1:00pm on Saturday, Sunday & holidays. The on-call technologist is also responsible for any monitoring running over the weekend or holidays.

1. Rotational schedule will be posted no less than 6 months in advance.
2. Any trades for vacation or days off must be agreed upon prior to approval for the time off.
3. The on-call schedule will be faxed to the operator at the first of every month. A revised schedule will be faxed. The operator should be called immediately for emergent changes in technologist on-call or number that technologist can be reached at.
4. Only Physicians on staff of the Department of Neurology or Neurosurgery may authorize an emergent EEG. Orders from other physicians will need Neurology or Neurosurgery consult, and then emergent EEG can be ordered by the consultant.
5. The EEG technologist is expected to punch in for work within 1 hour from the time of notification unless given a discretionary arrival time from the neurologist. Technologist living outside of the 1 hour time frame will be granted arrival time equal to driving time.
6. The EEG technologist should check the integrity of the patients on monitoring by 10:00 am but no later than 12 on weekends and holidays.
7. If the technologist scheduled cannot respond to calls due to illness or emergency, it is the responsibility of the technologist to contact a substitute to cover. If a substitute is unable to be reached the electroencephalographer on call must be notified.

Approved by:	Review/Revision Date:
/s/ _____ Cynthia Zapotosky, BSN, RN Manager, Neurodiagnostics	09/13/2004 10/03/2006 06/29/2007 08/11/2010 08/12/2011 08/01/2014 06/01/2017 5/29/2020
/s/ _____ Monecca Smith, MSN, RN Associate VP of Patient Care Services	
Next Review Date: 06/01/2023	
Policies Superseded by This Policy: 17-1-13	