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| <b>Name of Policy:</b> <b>On Call Procedure</b><br><br><b>Policy Number:</b> 3364-138-19<br><br><b>Approving Officer:</b> Senior Hospital Administrator<br><br><b>Responsible Agent:</b> Director, Pulmonary Services<br><br><b>Scope:</b> The University of Toledo Medical Center<br>Neurodiagnostic Services |                                   | <br><br><b>Effective date:</b> June 1, 2023<br><br><b>Original effective date:</b> March 10, 2004 |   |
| Key words:   |                                   |   |   |
|  | New policy proposal               | X   | Minor/technical revision of existing policy |
|  | Major revision of existing policy |   | Reaffirmation of existing policy            |

(A) Policy statement

To establish an on-call schedule for emergent neurodiagnostic testing during specified weekend and holiday hours.

(B) Procedure

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 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. Any 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 clock 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 10:00am but no later than 12:00 noon 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.

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| <b>Approved by:</b>                                |                  | <b>Review/Revision Date:</b><br>09/13/2004<br>10/03/2006<br>06/29/2007<br>08/11/2010<br>08/12/2011<br>08/01/2014<br>06/01/2017<br>05/29/2020<br>06/01/2023 |
| <u>/s/</u>   | <u>6/22/2023</u> |  |
| Michael Taylor<br>Director, Pulmonary Services     | Date             |  |
| <u>/s/</u>   | <u>6/29/2023</u> |  |
| Russell Smith<br>Senior Hospital Administrator     | Date             |  |
|  |                  | <b>Next Review Date: 6/1/2026</b>  |
| <b>Policies Superseded by This Policy: 17-1-13</b> |                  |  |