

SURGICAL SERVICES GUIDELINES

Endoscopy

Guideline: Endoscopy On Call

Policy Number Superseded: 3364-144-01



Responsibility: All RN/LPN Endoscopy Staff

Effective Date: 5/2026

Purpose of Guideline: To provide standardization of on-call duty and ensure that appropriately qualified staff are available to deliver safe and effective care to patients requiring an Endoscopy procedure.

Initial Effective Date:
New

Procedure:

Staffing requirements will be met by regularly scheduled staff in conjunction with on-call personnel. The Endoscopy Team will be compromised of one or two staff members, depending on patient needs. When additional staffing is needed, the following guidelines will assist, without limiting, the House Supervisor's decision regarding staff utilization.

- (1) On call duty is described as follows:
 - (a) Evening call: Monday-Friday
 - i. First call: 530pm-7am-one endoscopy trained personnel will be available (RN or LPN)
 - (b) Weekend/Holiday Call: One person will take 24 hours a day starting at 7am with an additional person available as second call 7am-5pm
 - i. Second call person may be available for situations that require two trained Endoscopy personnel. The first call individual will determine whether the second person needs to be called in using unit guidelines. Second call may consist of an RN or LPN.
- (2) To ensure patient safety, all after-hour cases will be done in either the Main OR or bedside (per manager discretion) or ER where additional rescue staff are readily available in case of an emergency.
 - (a) Procedures requiring the administration of anesthesia will be arranged by the requesting physician with the OR front desk at ext. 3900. The physician will then "silent schedule" the case in Epic. Once the case has been

arranged by the OR, the requesting physician will then notify the hospital operator to alert Endoscopy on-call staff to come in.

- (b) Procedures requiring moderate sedation: the requesting physician will then notify the hospital operator to alert the Endoscopy on-call staff to come in. If the procedure will be done in the OR, the requesting physician will notify the OR desk at ext. 3900 and request an OR room assignment.
- (3) Monday-Friday 5:30pm-7am, as well as Saturday and Sunday 5pm-7am: if the procedure requires moderate sedation, the on-call RN or LPN will contact the house supervisor to see if a sedation nurse is available.
- (4) On-call personnel should be available to arrive at the hospital within one hour after receiving the call.
- (5) If possible, the individual on call will be provided with the following information: physician's name, proposed procedure, diagnosis, patient's name, medical record number, case location/room number, and any special needs required to perform the procedure.
- (6) In the event a designated call person calls in sick and cannot fulfill their call duties, the shift will first be offered on a volunteer basis and if not filled by a volunteer, then the shift will be assigned according to the AFSCME contract guidelines.
- (7) In situations when all call personnel have been utilized and additional nursing personnel are required; the Director of Surgical services will be contacted by the House Supervisor to assist in the appropriate coverage.
- (8) Benefits and compensation for call will be those described in the AFSCME contract. Changes in on-call will be instituted per work rules in the AFSCME contract.

Approved by:
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Review/Revision Date:

Review/Revision Completed by:
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Next review date: 5/2029