

**Respiratory Care Services  
John Dempsey Hospital  
Policy and Procedure Manual**

**Subject:** Call Coverage for Neonatal Transport

**Rationale:** To Provide a Clear Policy Regarding the Use of Call

**Procedure:**

1. Call is used to provide coverage for transports and is not to be used to cover sick calls.
2. Only regular JDH respiratory care practitioners (therapists) are subject to call. ( Special Payroll –Per Diem, Agency and Traveler staff are excluded from this policy).
3. Normal staffing for the day/evening/ night shifts will be three practitioners each shift.
4. A volunteer will be found for call when normal shift staffing is reduced to two practitioners or if the complement of staff for a particular shift is comprised of only one (1) regular JDH therapist.
5. In the event **a)** only 2 regular JDH therapists are working or **b)** the staffing complement for a particular shift is comprised of only one (1) regular JDH therapist , then call must be activated. It is the responsibility of the current shift/previous shift to find someone to take call for transport in accordance with the Call Coverage Policy.
6. If there is a need for someone to be on call (i.e. sick call out, short staffing, or other) and no volunteer has been found (this will be noted on the on-call schedule with an empty circle) then someone from the previous shift must cover for call. Since there is no mandation for call, volunteers from the previous shift or other shifts will be sought. If none are found, then someone from the previous shift will be mandated to stay over (refer to Mandatory Overtime Policy). The person being mandated at this time may choose to take call for the shift instead of be mandated to work it. As long as patient volume does not dictate otherwise. This situation will try to be avoided as much as possible.
7. Day shift call is from 7AM - 3PM. If a call for transport comes in during the day shift but the majority of the expected transport time will be on the evening shift, then if there is an evening on call person, they

should be called and asked if they can go on the transport. If they can't and there is a third person on evenings that person should be called and asked if they can come in early and go out on transport. If they can't then the day person/on call person must go out on transport

8. Evening shift call is from 3PM - 11PM. If a call for transport comes in during the evening shift but the majority of the expected transport time will be on the night shift, then the person on call for nights should be called and asked if they can come in for the transport. If they can't and there is a third person on nights that person should be called and asked if they can come in early and go out on transport. If they can't then the evening person/on call person must go out on transport.
  
9. Night shift call is from 11PM - 7AM. If a call for transport comes in during nights but the majority of the expected transport time will be on the day shift then the person on call for days, or if there is a third person working days, could be asked to come in early. If both are unavailable to come in then the night shift person/on call person is responsible for going out on transport

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