

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

**Subject:** Call Out Procedures

**Rationale:** To Provide a Clear Policy Regarding the Proper Procedure for All Call Outs.

**Procedure:**

1. Call 860-679-4475 and speak directly to the Nursing Supervisor or Designee.
2. If no one is available to take your call you will be prompted to dial 0 and ask the Hospital Operator to page the Nursing Supervisor.
  - Please note the Hospital Operators cannot take messages.
  - You must speak directly with a Nursing Supervisor. Messages cannot be left at any other number.
  - The information you must give is:
    - ✓ Complete name
    - ✓ Unit that you work on
    - ✓ Date and shift of call out
    - ✓ Reason for calling out (i.e. sick time, family sick, personal time)

Do not request Personal Time if you do not have any Personal Time available.
3. After speaking to a Nursing Supervisor you are required to contact and speak directly to one of the following designees for the Respiratory Department.
  - Clinical Manager @ 860-679-1898
  - Lead Therapist @ 860-679-3716
  - NICU Therapist via the Hospital Operator @ 860-679-2000.  
Ask the Hospital Operator to page Respiratory Beeper # 0410 (NICU)

You will be required to provide your name, date and shift of call out, and the reason for calling out (i.e. sick time, family sick, personal time) .

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