

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

**Subject:** Per Diem Pool

**Rationale:** To help maintain minimal staffing levels and increase staffing levels during periods of extraordinary demand.

**Overview:** The per diem pool was established to help provide coverage for:

- vacations
- sick calls
- periods of increased activity
- in-service education of permanent staff members

Per diem staff are paid only for the hours that they actually work. Because of the nature of per diem work they do not receive any benefits (insurance, overtime, etc.) and are not allowed to work over 40 hours per week.

When at all possible, prior notice will be given to per diems and they will be contacted in advance. If they are available to work they will be scheduled. In the case of sick calls or unanticipated need, per diems may be called with only a few hours notice. Personnel in the per diem pool are not guaranteed hours or shifts. Who is used and how often is solely at the department's discretion.

Management will provide an orientation of sufficient scope and duration to inform the individual about their responsibilities and how to fulfill them within the department. Preferred applicants to our pool should be therapists currently employed (not more than 1 year should have elapsed since employment) or recent (less than 6 months) graduates of an accredited respiratory care program.

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