Name of Policy:	On Call Procedure	
Policy Number:	3364-138-19	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Department:	Neurodiagnostic Services	
Approving Officer:	Senior Hospital Administrator	
Responsible Agent:	Director Pulmonary Services	
Scope:	The University of Toledo Medical Center Neurodiagnostic Services	Effective Date: 06/01/2023 Initial Effective Date: 03/10/2004
New polic		cal revision of existing policy of existing policy

Policy Statement

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

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 5:00pm 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. A 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 10:00 am 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.

Approved by:	Review/Revision Date:

		09/13/2004
Michael Taylor, Director, Pulmonary Services	Date	10/03/2006
		06/29/2007 08/11/2010
	Date	08/12/2010
		08/01/2014
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Russell Smith, Senior Hospital Administrator		05/29/2020
		06/01/2023
		Next Review Date: 06/01/2026