NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: INPATIENT PHYSICIAN COVERAGE, OFFICER OF THE DAY (O.D.)

NUMBER: NN-MS-01

ORIGINAL DATE: 06/06/89

REVIEW/REVISE DATE: 08/15/90, 08/28/91, 08/10/94, 06/28/95, 12/08/98, 01/03/02, 04/07/05, 03/06/08, 11/18/10, 12/5/13

APPROVAL: Cody L. Phinney, Agency Director

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I. PURPOSE

To establish the basis for twenty-four hour physician coverage at NNAMHS.

II. POLICY

NNAMHS shall have physician coverage twenty-four hours a day 365 days a year. Each staff psychiatric physician shall be assigned and shall take part in the Officer of the Day (OD) duties on a rotational basis at a rate of pay as determined by the Nevada Division of Public and Behavioral Health (DPBH). Each psychiatric resident will be assigned to a monthly on-call roster to be determined by the Director of Residency Training or designee.

III. REFERENCES

1. MHDS Policy 4.003 Reporting of Serious Incidents
2. NNAMHS Policy NN-LD-11 entitled Sentinel Event.
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3. NNAMHS Policy NN-MS-03 Psychiatry Residents.
4. NNAMHS Policy NN-RI-04 Restraint and Seclusion of Consumers.

IV. DEFINITION

1. Workday:

   The ordinary workday is from 8:00 a.m. to 5:00 p.m. weekdays, Monday through Friday excluding weekend days and holidays. changes may occasionally be made but only upon official action by the DPBH.

2. After hours:

   After hours are ordinarily those hours between 5:00 p.m. one workday and 8:00 a.m. the next workday.

3. Weekends / Holidays:

   Weekends and holidays are from 8:00 a.m. one day to 8:00 a.m. the next day.

V. PROCEDURE

1. The Chief of Staff will have published a schedule assigning each staff psychiatric physician to O.D. duties. When published, the assigned psychiatric physician is individually responsible for coverage. The list will include the resident on-call schedule.
2. Psychiatric Residents will have an attending staff physician assigned each day they are on call.
3. If two physicians agree to switch O.D. assignment days, they shall notify the Chief of Staff in advance.
4. In the event an illness or an emergency disables an O.D. from reasonably performing duties, the Medical Director or Chief of Staff will assign alternate coverage.

5. During the workday, each physician shall be individually responsible to be present and to cover all duties. Whenever absent for any part of the day, it is that physician's responsibility to arrange for another physician for coverage. That covering physician shall then be responsible for all the duties of the absent physician. In the event of emergencies or unforeseeable circumstances, the O.D. may be called upon to cover for another physician's duties during working hours of the day of assignment.
6. Routine orders and activities shall not be left for the O.D. to handle during after-hours.
7. During after-hours as defined above, taking into account official alterations of the work day by DPBH, the O.D. shall be on duty and reasonably available by beeper, telephone, and in person to provide physician coverage for NNAMHS. Duties shall include but not be limited to the following:
    a. Coverage for all clinical emergencies.
    b. Reporting to the hospital in person when summoned by the nursing supervisor for a bonafide emergency. Each such event shall be reviewed with the Director's office the next working day.
    c. Approval of all admissions and non-admission transfers, referrals, and discharges.
    d. Rounds on the units in person on each weekend day and each holiday between the hours of 8:00 a.m. and 1:00 p.m. Reasonable alterations in these hours may be made by mutual agreement between the O.D. and the nursing supervisor. When a contract licensed physician is available for weekend coverage the attending will be available for any and all necessary backup services.
    e. Receiving reports of death and serious incidents and ensuring that appropriate authorities are notified.