

 <b>University Health™</b>	<b>Policy #:</b> <b>17.3</b>
<b>SUBJECT: Planning and Providing Coverage</b>	<b>Effective: 12/25/06</b> <b>Reviewed: 10/16</b>
<b>APPROVED BY: Director of Radiology</b>	<b>Page 1 of 1</b>

### **Planning and Providing Coverage**

**Purpose:**

To assure there is a systematic process for scheduling employees for shifts, weekends, and holiday rotations. To assure there is adequate coverage 24hours a day, 7 days a week for providing patient care in the ultrasound department of radiology.

**Policy:**

Adequate staffing will be assigned Monday through Friday from 7:30AM thru 4:30PM  
 There will be an on-call technologist for all after hours, weekends, and holidays. See On-call technologist policy. The manager of ultrasound department is to make all decisions regarding staff coverage.

Reviewed: 10/16

Updated: October 2013

Reviewed: 12/25/06, 1/09, 10/12