

Department: Radiology	Section: All	Effective Date: 07/2007
Procedure Number: 4.7		Revision #: 1/2016

Inclement Weather Policy

Purpose:

To insure adequate levels of appropriately trained personnel for the provision of consistent, quality care to all patients during periods of inclement weather.

Policy:

1. The Radiology Department will operate in accordance with Administrative Directive 2.8.2.
2. Personnel required by their Departmental Weather Plan to work on weather emergency days are not excused for any reason other than illness. A doctor's excuse must be provided for leave to be granted.
3. The Radiology Department will maintain a department specific inclement weather plan for the provision of services. This plan will be reviewed for appropriateness, not less than annually, and approved by the Hospital Administrator.
4. Due to limited resources of the Hospital, it is not possible to provide transportation for all personnel during a weather emergency. Personnel shall be responsible for managing their own transportation needs. Should it appear likely that roads might become hazardous, consideration of calling personnel in before transportation becomes a problem should be made and personnel should be advised of the need to consider staying over following completion of their shift. Employees are not to leave their assigned work areas until relief is arranged.
5. When weather conditions improve and surface transportation is no longer hazardous, Hospital Administration shall issue an official notice to all hospital departments terminating the weather emergency.
6. Upon notification by the Hospital Administrator of the possibility of inclement weather, the Radiology Manager or his/her designee will post an emergency work schedule in the department based upon the predicted staffing requirements noted in the departmental plan. The department head should first request volunteers from the appropriate job classification and if additional employees are required, assignments should be made at the department head's discretion. Staff will be scheduled on a rotational basis.
7. Personnel who are required by their departmental plan to work on weather emergency days are not excused for any reason other than illness. Employees who are required to work but fail to report as scheduled will be considered unexcused

Department: Radiology	Section: All	Effective Date: 07/2007
Procedure Number: 4.7		Revision #: 1/2016

absentees and will receive Leave Without Pay. A physician's statement must be presented upon return to work for an employee to be excused for illness.

8. The minimum staffing is listed below:

a. Diagnostic Radiology:

- Emergency Room—three radiologic technologists
- Portable—one radiologic technologist
- O.R.—one radiologic technologist
- Depending upon the patient load additional radiologic technologists maybe required along with auxiliary personnel such as secretaries and technical assistants for the provision of consistent, quality care to all patients during periods of inclement weather.

b. CT: one scanner will remain in operation 24/7 with two technologists per shift.

c. US: two sonographers from 7 AM to 3 PM, one sonographer on call after hours.

Note: The staffing for the following areas reflect normal inpatient and ER volumes. If conditions prevent an on call team from responding, arrangements will be made to keep minimum staffing in house until conditions improve.

d. MR: one technologists 7 AM to 7 PM, on call technologist after hours.

e. IR: one nurse and one technologist from 7AM to 7 PM. On call team after hours.

f. BI: one technologist from 7 AM to 3 PM. Other staff may be called in as needed for general radiology.

g. Radiation Oncology: two therapists and one LPN for 8 AM to 5 PM. On call therapist for after hours.

h. NM: two technologists from 7 AM to 5 PM. On call technologist for after hours.

Written: 07/2007

Revised: 03/2010

Revised: 12/2012

Updated: October 2013