

## **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 24 hours a day, 7 days a week for providing patient care in Diagnostic Imaging.

### **Policy:**

1. Adequate staffing will be assigned for each shift.
  - a. A minimum of 5, a maximum of 6, staff for coverage of 3-11:30pm shift.
  - b. A minimum of 4, a maximum of 5, staff for coverage of 11-7:30am shift.
  - c. Weekend day shift should consist of 6 staff technologists.
  - d. Holidays will follow the same guidelines set forth above.
2. There will be an on-call technologist for all after hour shifts, weekends, and holidays. See On-call technologist policy.
3. Patient care needs may dictate a change in the staffing needs.
4. The schedule may change as needs of the institution change.
  - a. Workload
  - b. Employee illnesses due to FMLA
  - c. Family emergencies due to FMLA
5. Collaboration with the needs of other pertinent areas may dictate changes to staffing needs.
  - a. OR schedule
  - b. In patient workload
  - c. Out patient scheduling
6. The plan is driven by consideration of patient care needs.
7. The plan should be reviewed as needed to make sure adequate coverage is provided consistently.
8. The Manager of Diagnostic Imaging is to make all decisions regarding staff coverage.

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