UPMC St. Margaret
PERIANESTHESIA SCHEDULING GUIDELINES

The following guidelines were developed by the staff in collaboration with Perianesthesia’s Manager. They provide an opportunity for the staff to have flexibility while maintaining the needs of the unit and safe staffing levels. Guidelines are subject to change as the unit evolves/changes as well as staff members.

VACATIONS
- A vacation week is defined as Sunday-Saturday
- Only 2 FTE are permitted to be on vacation at the same time
  - Except during peak months when 2.5 FTE will be granted vacation to allow for first week vacation pick
- Consideration/exception will be made for “Special” circumstances as approved by the manager
- Vacations weeks are granted according to SMH seniority.
- All staff will choose their first week accordingly and then second week will follow
- New hires with pre-scheduled vacations will be reviewed and granted by the manager
- All vacation requests will be submitted to the manager for approval
- All staff regardless of status (FT, PT, Casual) will follow these guidelines
- Staff will be responsible to cover night call when the night nurse (10p-6a) is on vacation

REQUESTS
- There are to be no requesting of shift/off status the day before or after a holiday
  - Previously granted low census days will be taken into consideration when deciding who gets the day off
- Staff are permitted 3 requests per schedule
  - If the same day off is needed every week (ie for school) this will be considered on request
- Requests will be granted when possible but are not guaranteed
  - Adequate staffing of the unit must be met
- Only one Friday request per schedule is permitted
- Please be aware of how many staff members have requests/PTO on each day when making your request
  - Requests may not be granted at discretion of the clinician/manager
- The following things will be taken into consideration when choosing which staff member gets off:
  - How many requests they currently have
  - How many requests they previously had
  - Requesting numerous Fridays/Mondays
CALL
- Call and Saturday rotations will be placed on the schedule prior to placing for request
- The employee must find coverage for the call or Saturday if unable to work their designated rotation
- Call and Saturdays will be pre-arranged so your designated rotation does not fall on the weekends before or after your scheduled vacation
- Call and holidays are done on a rotational basis
- On-Call on the weekend consists of a 12 hour shift (6A-6P or 6p-6A)
- Night Call is 10p-6a
- When unable to grant the Monday following a PM call off, a late shift will be scheduled
- You will be able to pick what night you would like your night call to be on
  - It will be marked who needs a night call on the posted schedule and you can pick the night you want to be on call if you want
- No one will be scheduled three call days in a row on holiday weekends unless requested by the employee
  - Therefore, if your weekend and holiday call are together it will be separated and you will have you call before or later in the same schedule
- Night Call
  - Staff will be divided into 2 groups
    - The groups will be rotated on who gets to pick their night call for that schedule first
http://www.aspan.org/Portals/6/docs/ClinicalPractice/PositionStatement/1012/PosStmt_4_OnCallWorkSched_FatigCklist.pdf

SHIFTS
- If possible you will be scheduled the same or similar shifts each week
- Shift times may change according to census/staffing needs
- All staff must close at least one Friday per schedule
- Casual staff will adhere to their tier obligations
- The “shift mix” for the staff will be monitored and divided as fairly as possible
  - This at times is dependent upon requests and “staff mix”
  - One may need to look at an 8 week schedule and not just a 4 week schedule in order to evaluate this
- You may work 8 hour shifts but you will be rotated through all shifts

ROTATION OF HOLIDAYS
- One per person
  - Subject to change depending on staff retention
- You will alternate AM-PM-AM-PM
The rotation of holidays will be as follows:
  - MLK-July 4-Thanksgiving-NYD-MD-Christmas-LD-MLK

If you switch your holiday your rotation will continue from the one you were pre-scheduled.

Easter/Mother’s Day/Father’s Day call will be rotated so the same person does not have to work these special weekends multiple years in a row.

Additional Information

- The schedule is proctored by a staff member and then submitted to the manager and/or clinician for changes and final approval.
- All staff are to use a “REQUEST FOR SCHEDULE CHANGE FORM” that is then submitted to the manager and/or clinicians for final approval.
- If you take a medical leave of absence, you will not be placed back on until clearance from the doctor has been provided.

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