Rehabilitation Services Administrator-On-Call

Purpose and Scope
This document addresses operational procedures for providing Administrator-On-Call (AOC) coverage in the Department of Rehabilitation Services.

Audience
The information in this document is intended for all members of the Rehabilitation Services Department staff.

Policy
- The Department of Rehabilitation Services will provide Administrative on-call coverage for Weekend and Holiday coverage of the Hospital.
- Any unusual occurrences or incidents involving patients, staff or students, problems in scheduling, etc., (whether or not they can be resolved by the therapist working) should be communicated to the AOC as quickly as possible.
- The administrator-on-call pager number is 643-3186.
- The AOC will know in advance, weekend/holiday coverage assignments for PT/OT staff and will have a current listing of pager and cell/home numbers.

Time Keeping
See IHOP Policy 03.04.04 Pay for On-Call Employees