

UTMB Department of Rehabilitation Services	7/93	- Effective
3.0 ADMINISTRATIVE	02/21	- Reviewed
3.8.9 Rehabilitation Services Administrator-On-Call	02/21	- Revised

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 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 409- 643-3186. The PT/OT Administrative pager is readily available to the on call schedule, including Rehabilitation Services Director, Managers, Hospital Administrator on call and the COA for the various Rehabilitation areas.
 - 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](#)