ON CALL NURSE PROTOCOL
DIRECTOR OF NURSING COVERAGE

This applies to the hourly nurse position who agrees to take call when the Director of Nursing (DON) is absent due to PTO, personal leave, or FMLA and coverage for that position is necessary.

The duties of the on-call nurse are as follows:

1. Answer questions regarding resident/tenant's care;
2. Take calls regarding potential reportable incidents incurred by resident/tenants (fall, fracture, transfers to hospital for injuries, elopements, choking, etc.);
3. Report any potential reportable incidents immediately to the Administrator/Director and Director of Nursing;
4. Take calls from staff regarding any allegations of abuse (theft, verbal, physical, financial, sexual, missing medications, etc.);
5. **Immediately report** any allegations of abuse to the Administrator/Director;
6. Direct CNA/Universal Workers regarding resident/tenant condition changes that they may have questions about or are having difficulty handling;
7. Take calls from staff regarding any family concerns and relay those concerns to the Administrator/Director or Director of Nursing; and
8. Answer any other nursing questions.

The on-call nurse is expected to always carry and answer their cell phone while on-call. The on-call nurse must refrain from consuming alcohol while on-call and must be able to physically report to the facility within one hour of any request.

Compensation

The on-call nurse will be compensated at a rate of $50 per day for being on-call (Monday 8:00 a.m. through Friday 5:00 p.m.) **in the absence of the Director of Nursing.** The on-call nurse will be compensated their regular hourly rate for time worked if required to report to the building.

Nurse (Printed Name)	
Nurse Signature	Date
Administrator/Director	Date
Regional Operations Director	Date

A COPY OF THIS AGREEMENT MUST BE ON FILE WITH HCI PAYROLL BEFORE PAYMENT CAN BE PROCESSED