

DEPARTMENT OF ANESTHESIOLOGY

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Standard Operating Procedure Title: On-Call Schedule Changes

Policy Number: A 150

Date Established: 7/86

Date Reviewed: 7/86; 9/4/86; 9/14/89; 1/30/90; 6/3/03; 10/12/03; 4/26/16

Date Revised: 8/29/95; 3/20/00

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1. The monthly "on-call" schedule will be completed at least 2 months in advance and published on the department's web schedule which is considered the official schedule.
 2. If you have special requirements for night or week-ends off, you should notify the scheduler using the sheets mailed from the office for this purpose. These considerations will be honored at the discretion of the division director and the chair.
 3. Interpersonal changes on the call schedule after it is published must be approved by the division director/AIC/chair. When approved, the attending initiating the change must complete the appropriate paperwork that will result in changes to the call schedules.