

## Standard Operating Procedure

Acoustic Neuroma Call    Date 07/01/2013

**Applicable to: Main OR Neurosurgery (Neuro); Oral, Optical, Otolaryngological and Plastic Surgery (OOOPs) and Nights, Evenings and Weekends (NEWs) PODs**

**Team Members Performing: Perioperative OR Personnel**

### **I. Purpose:**

To establish a guideline for providing appropriate staffing for Acoustic Neuroma surgical procedures in the Neuro and OOOPs PODs scheduled to exceed normal block time.

### **II. Procedure:**

- A.** Acoustic Neuroma cases scheduled to exceed the normal block time will be staffed by service line specific personnel (e.g. Neuro POD, OOOPs POD) until 1900 (the end of the block schedule). Service line specific staff working until 2100 and/or NEWs staff will relieve the service line specific staff at that time.
- B.** Cases boarded in the OOOPs POD will be staffed by OOOPs Personnel and cases boarded in Neurosurgery POD will be staffed by Neurosurgery Personnel.
- C.** All staff members of the OOOPs and Neurosurgery PODs are considered to be eligible for Acoustic Neuroma Call. Each POD will maintain a record of those staff members assigned the Call to ensure equity.
- D.** Staff members may give away their call following established practices.
- E.** A service line specific team (RN, and ST [and/or LPN/ST]) will be placed “On-Call” for only the Acoustic Neuroma case from 1900 - 0700. The Acoustic “On-Call” Team will be available per the “On-Call” Policy and be compensated for 12 hours of call at the standard “On-Call” rate.
- F.** The Acoustic Neuroma “On-Call” team will be called in only to relieve NEWs Staff in the event the number of emergent/trauma cases exceeds the number of available teams. The Acoustic Neuroma “On-Call” team will be relieved as soon as the overnight volume has decreased to a sufficient level to allow for relief.
- G.** In the event the On-Call Team is called in to work, Call Policy requirements regarding numbers of hours worked in a 24 hour period and hours between shifts will be instituted and followed.
- H.** Should the On-Call Team be excused from working the following day shift, the Service Line Manager will be notified by the usual morning text message.