

Good Samaritan Health & Wellness Center

Policies and Procedures

Subject: Clinical Staff Leave of Absence	Policy #: 5.7
Prepared by:	Revision #: 1
Approved by: Board of Directors	Effective Date: 7/24/2015

5.7 Clinical Staff Leave of Absence

POLICY: This applies to staff Registered Nurses and all Provider staff (NP, PA, DO, MD).

OBJECTIVE:

To ensure proper coverage and continuity of patient care in the occurrence of clinical staff absence.

PROCESS/PROCEDURE:

1. If a member of the nursing staff is absent the Office Manager or Clinical Director will arrange staffing support for the providers. Daily duties will be assigned as required for the work day.
2. If a member of the provider staff is absent the following steps will be taken:
For scheduled absences of three (3) or more days, another provider must be clearly designated to cover the practice on the provider PTO request form. The provider designated to cover the practice will address all patient phone calls, refills, or other clinical request. The covering provider will also be responsible for checking any new reports which result into the absent provider's organizer.

The provider going on leave must complete the following prior to scheduled leave time:

- All phone calls completed
- All labs reviewed
- All superbills submitted

If these items are not completed, the scheduled absence will not be eligible for PTO and will be considered unpaid leave.

The Office Manager and Medical Director will be called the day prior to the first day of the scheduled absence to evaluate the status of above condition

Implementation:

It is the responsibility of all employed/contractor RNs and Providers to read and acknowledge their obligations under this policy.