

**Health Services Department  
Federal Correctional Complex Forrest City, Arkansas**

**Staff Physician On-Call Procedures**

In the event emergency medical care is required during non-duty hours, institution staff will contact the on-call Medical Duty Officer (Staff Physicians) by telephone. The Medical Duty Officer will be contacted by medical staff when on duty and by the Operations Lieutenant in the absence of medical staff being on duty. Due to Staff Physicians carrying a cell phone while serving as the on-call Medical Duty Officer, a cell phone will be provided by the agency.

On-call assignments are in effect between the hours of 4:00 p.m. to 6:00 a.m., Monday to Thursday, and from Friday at 4:00 p.m. to 6:00 a.m. the following Monday (weekend coverage). Medical Duty Officers will also provide on-call coverage on federal holidays. The on-call Staff Physician is responsible to make themselves available during these hours to assess any medical emergencies, and make a determination whether the inmate/inmates can be treated at the institution, or if a transfer to the local hospital is required. If the Medical Duty Officer determines the emergency can be treated at the institution, and can't respond to the institution, then he or she must contact the on-call Health Services Administrator or the on-call Assistant Health Services Administrator. The on-call Administrator may offer overtime to a Mid-Level Practitioner as outlined in the Master Agreement and the Supplemental Agreement. The employee will mark either overtime or compensatory time. A minimum of two-hours overtime will be authorized for reporting clinical staff. Staff will be compensated for time worked in accordance with the Master Agreement and to the extent allowable by applicable laws, rules, and regulations. Overtime pay will be calculated as it has at F.C.I. Forrest City since its inception.

Emergency transfers to the local hospital will be done as stated in the local institutional supplement relating to Emergency Medical Care. The only staff required to carry a beeper or cell phone and serve on-call duties in accordance with the Patient Care Program Statement, Clinical Director's Position Description and the Physician's Position Description will be a Physician. This will not preclude other Health Services staff from voluntarily requesting a beeper. The Agency will review any request made.

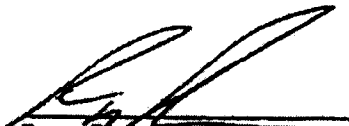
A list of Mid-Level Practitioners who have indicated their desire to be considered for overtime during an emergency situation will be maintained. When an emergency overtime situation arises, staff will be recalled on a rotational basis in accordance with the Master Agreement. Mid-Level Practitioners who express an interest in being called in for emergencies are not required to remain on stand-by or on-call status. If no medical staff are available to report to the institution, then the Operations Lieutenant will be notified and instructed to send the inmate to the local hospital.

Physicians are responsible for ensuring their availability to work their assigned on-call rotation. The Medical Duty Officer rotation will be exchanged weekly, with the rotation taking place on Tuesday in conjunction with the Institution Duty Officer rotation. Mutual agreements to exchange duty assignments will be allowed between Physicians. Should there be a conflict in the on-duty call rotation, alternatives will be explored with the Associate Warden providing oversight for Health Services, the Physician and their representative if requested. When sick or annual leave is necessary or unforeseen unavailability occurs during an on-call period, the Clinical

Director will be responsible for making arrangements to ensure on-call medical coverage. Normally, the individual next in progression will assume the on-call duty assignment. The physicians will be provided an opportunity for input during this process.

The cell number for the on-call Medical Duty Officer will be posted in the Pharmacy in Health Services and also provided to the Captain, Operations Lieutenant, Control Centers, Inmate Services Manager, Duty Officer, Union Local, and the Associate Warden.

To cover payment for serving in the on-call status during each on call duty week, the Medical Duty Officers have agreed to accept four hours of compensatory time in lieu of over time pay for each week of on-call duty. The Medical Duty Officers will be paid overtime for the time spent on the phone directing medical treatment and duties for the agency if time exceeds four hours during their on-call duty. A minimum of two-hours overtime will be authorized for reporting clinical staff. The Medical Duty Officer will be responsible for submitting their individual paper work for payment upon completion of their duty week.

  
Roger Payne, President  
AFGE Local 0922

3/16/05  
Date

  
Amy Carlton  
LMR Chairperson

3/16/05  
Date