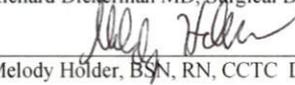


 Methodist Dallas Medical Center	Title: Transplant Coordinator "On Call" Policy	Effective Date: 12/12/2008
	Section: Liver, Kidney and Pancreas	
Approved by:  _____ Lori Kautzman MD, Surgical Director Liver Transplant  _____ Richard Dickerman MD, Surgical Director Kidney Transplant  _____ Melody Holder, BSN, RN, CCTC Director of Transplant Clinical Operations		Revision Date(s): 06/12/2012; 09/25/2016; 09/25/2019; 09/2022; 11/2025 Next review Date: 11/2028

Purpose: To ensure safety and consistency in the Kidney, Pancreas and Liver Transplant Coordinator call scheduling process.

Policy:

1. One transplant coordinator is on call at all times.
2. Call will be paid at the hourly rate determined by MDMC HR department.
3. Individuals taking a paid time off (PTO) or who are on scheduled vacation time may choose whether or not to be on call.
4. Call begins at 8:30 a.m. for Liver program and 12:00 pm for the Kidney program on the scheduled call day. The coordinator on call begins to receive "on call pay" at 4:30 p.m. Call ends at 8:30 a.m. for Liver program and 12:00 pm for the Kidney program on the day the call is scheduled to end.
5. If the Transplant Coordinator feels fatigued at any time, regardless of the number of hours worked, another Transplant Coordinator, Clinical Program Manager or the Director of Clinical Operations will be notified and will accept calls.
6. If a coordinator has started to work a case, they will finish that case even if their call period ends (to promote continuity of care) if possible.