

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - PERSONNEL
ADMINISTRATIVE DIRECTIVE NO. 570
(Replaces A.D. No. 570 dated 2/15/06)

Effective Date: February 16, 2007

SUBJECT: OVERTIME FOR NURSING STAFF

I. PURPOSE

To provide needed minimum nursing staff as needed to effectively deliver patient care services.

II. AUTHORITY

Title 22, Sections 71213 and 73319, and Special Orders 252.

III. POLICY

Each program will have a designated staffing unit that is responsible to balance coverage needs and resources. Nursing staffing needs will be met in the following order using the staffing unit process in conjunction with the Nurse of the Day (NOD) as follows:

- A. Program Float;
- B. Sister Program Float;
- C. Resource Pool;
- D. Contracted Registry;
- E. Unit Overtime;
- F. Program Overtime;
- G. Hospital Wide Volunteers Overtime;
- H. Mandated Overtime.

IV. METHOD

- A. Overtime will be met by using the above. The NOD is responsible for meeting overtime needs by Resource Pool, Contracted Registry, Hospital Wide Volunteers Overtime, and Mandated Overtime. Employees volunteering to work off-program overtime may sign up in NOD during the 24-hour period beginning at 0700, two days in advance of the date desired.

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- B. The need for extra hours must be reviewed and authorized by Program Management (PMOD on weekends, evenings, and holidays).
- C. The staffing person from each program will contact NOD for Hospital wide overtime volunteers.
- D. Programs will ensure staff compliance with policy in A.D. No. 905 limiting the number of extra hours worked.



W. T. VOSS
Executive Director