

## ON CALL/OFFICER OF THE DAY

The Officer of the Day (OD) is a Clinical Associate (Fellow) assigned to a Program or Branch within the DIRP. As OD, he/she reports to the Office of the Clinical Director (OCD). The OD provides coverage of NIMH inpatients and outpatients when a member of the responsible treatment team is not readily available. This may include, on occasion, examining the patient, writing medication orders for inpatients or outpatients (see below), or arranging hospitalization for outpatients (either at NIMH or an outside hospital). **Please contact a physician from the Branch/Unit before ordering any medications.**

In addition, the OD provides coverage for the Psychiatry Consultation Liaison Service as assigned. The OD also provides coverage of all psychiatric emergencies (patients, visitors and employees) in the Clinical Center during off hours (evenings after 4:00 p.m. and weekends). Please note that medical and surgical patients with psychiatric emergencies cannot routinely be transferred to Behavioral Units. Please notify Anne Bowles (301-496-9675) of any emergency consultation on the morning of the next business day. Although emergencies take priority, the OD is still responsible for his or her Branch duties as assigned. Psychiatric emergencies of visitors and employees between the hours of 7:30 a.m. to 4:00 p.m., Monday through Friday, should be referred to Occupational Medical Services (OMS).

The tour of duty for NIMH ODs is a 24-hour period beginning at 8:30 a.m. **Check your beeper periodically to be sure it is working.** When you are the OD, please make sure the page operator has your correct pager and home phone number and that your beeper is working properly. Since pages cannot be transmitted underground (i.e., riding on the Metro), you should call the operator upon reaching your destination to see if any pages occurred. The outgoing OD should call the incoming OD if there are any noteworthy events. Call may be taken from home if the following expectations are met: you must live within 15-20 minutes of the Clinical Center and must be reachable at all times through the NIH page operator (301-496-1211). Failure to respond in a timely fashion when serving as OD will be grounds for immediate loss of call-from home privileges. A call room is available for NIMH clinical staff on the 7th floor of the CRC (room 7-5350). Keys are available on the 7SE patient care unit or in the OCD office (room 6-5340).

The official on-call list is kept in the Office of the Clinical Director (room 6-5340). You may make arrangements in advance to switch days with another OD, provided the steps described below are followed:

If, in an emergency, you need to delegate any part of your 24-hour tour of duty to another physician, you must notify the page operator and OCD about the arrangements you have made.

If call nights are traded with another fellow, a memo should be submitted to Dr. Rosenstein and the page operator (10/B1A-23, Fax 301-402-8326) indicating the following: 1) the dates changed, and 2) the names of the fellows trading call. Additionally, the on-call list in the Office of the Clinical Director should be amended to reflect the change.

The OD cannot be utilized to perform a scheduled patient admission. Each Branch/Section should designate an on-call physician to provide 24 hour coverage for their patients. The OD will contact this physician after regular business hours should the need arise.

In the event of an emergency involving a patient, you should contact the staff member responsible for the patient, the Unit Administrator, the Unit Chief, and the Branch Chief. **Serious clinical events (e.g., elopements of patients, suicide attempts, deaths, serious medication reactions, etc.) must be reported to the Clinical Director by the OD.** Consult service emergencies should be reported to Dr. Pao or Dr. Rosenstein.

Back-up system - if the person on-call (the OD) cannot be reached, the operator will page an OCD Attending Physician (Dr. Pao or Dr. Rosenstein).