

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** UCR Health Hospitalist Program at Riverside Community Hospital– Switching Shifts Policy**Policy Number:** UCR HHP 5.0

Responsible Officer:	Director of Hospital Medicine
Responsible Office:	UCR Health Hospital Medicine
Origination Date:	01/23/2015
Date of Revision:	05/18/2015
Scope:	UCR Health Hospitalist Program

I. Policy Summary

- a. To constitute official policies amongst UCR Health Hospitalists.
- b. To establish a uniform guideline that will ensure a consistent and fair approach when switching shifts with another Hospitalist or Nocturnist.

II. Definitions (Not Applicable)**III. Policy Text****A. Switching Shift Requirements**

1. Switching shift requirements include the following:
 - a. The Hospitalist or Nocturnist who needs the shift switch will be responsible for the arrangement of the shift switch with another Hospitalist and/or Nocturnist.
 - b. Any shift switches must be communicated via e-mail as early in advance of the intended switch as possible to the Director of Hospital Medicine, Medical Director of RCH Hospitalist Service, Clinical Affairs Analyst, and the Hospitalist or Nocturnist who has agreed with the shift change.

IV. Responsibilities (Not Applicable)**V. Procedures****A. Switching Shifts**

- a. It will be the responsibility of the Hospitalist or Nocturnist to assure that their shift switch arrangements are settled, scheduled, and communicated via e-mail properly.

VI. Forms/Instructions (Not Applicable)**VI. Contacts**

Contact	Phone	Email
Director of Hospital Medicine	951-827-7662	mnduati@medsch.ucr.edu
Medical Director of RCH Hospitalist Service	951-788-3636	kharazmi@medsch.ucr.edu
Clinical Affairs Analyst	951-788-3636	lbaldes@medsch.ucr.edu

VII. Related Information (Not Applicable)

VIII. Revision History

New Policy (Creation Date: January 23, 2015)
Revision Date: May 18, 2015

Approval Signature(s):



Michael Nduati, MD, MBA, MPH
Director of Hospital Medicine



Mohammad Kharazmi, MD
Medical Director of RCH Hospitalist Service