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| 1. GENERAL STATEMENT OF POLICY:

This policy is to outline emergency closings or delay for inclement weather. 1. SCOPE:

This Policy covers the Psychiatry Clinic.  1. ADMINISTRATION:
2. The formal clinic hours are Monday through Friday 8:00 am to 5:00 pm.
3. EAP therapy sessions and SWIAD sessions are scheduled after 5:00pm. Monday through Friday.
4. Access to the Department of Psychiatry answering service is obtained by telephoning (806) 743-2800. The answering service will contact the resident physician and /or counselor on call during the time of the patient’s initial telephone contact. There is a resident, attending physician, and an EAP/substance abuse counselor assigned to the call schedule to manage the need of patient’s appropriate necessary, for assistance in resolving a crisis.
5. In the event of inclement weather or closing, all divisions of the Department of Psychiatry will follow the guidance of senior leadership for Texas Tech Physicians. Patients will be notified of closings or delays via the patient communication system (Televox). Staff should watch the local news or await notification from the emergency notification system (stat).
6. Employees will receive their essential personnel designation from the department administrator each year and report to work accordingly in the event of a closing or delay.
7. Distribution: The policy shall be distributed to Psychiatry.
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