**Clinical Select One**

**Procedure**

**Admin34.01**

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### Contacting The On-Call Pathologist (After Hours)

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<tr>
<th>Final Approval: September 2011</th>
<th>Effective: September 2011</th>
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<td>Next Review Date: May 2015</td>
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<th>List all stakeholder(s) and dates of approval:</th>
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<tr>
<td><strong>Stakeholder Name(s):</strong> Sonya Collum Date: 5.8.12 Reviewed ☑ Revised ☑</td>
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<td><strong>Stakeholder Name(s):</strong> Sonya Collum Date: 5.7.13 Reviewed ☑ Revised ☑</td>
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<tr>
<td><strong>Stakeholder Name(s):</strong> Sonya Collum Date: 5.30.14 Reviewed ☑ Revised ☑</td>
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### Describe briefly the most recent revision made to this policy, procedure or protocol & why:

1. Delineate method of contacting the on-call pathologist for after hours consultations
2. Designated primary and secondary contact methods
3. Included 2 additional Stakeholders; Telecommunications Supervisor & Surgical Services Vice President
4. Assigned designated number for on-call pathologist; posted on lab web page

### Purpose/Policy Statement:
Define standard contact methods and response time when contacting the on-call Pathologist.

### Definitions:
- **After Hours** – between hours of 5:00 PM and 8:00 AM Monday through Friday; Weekends between 5:00 PM Friday and 8:00 AM Monday; Holidays all day.
- **Intraoperative consultations** – frozen sections or gross examination of tissue removed at surgery that requires rapid review by a pathologist in order to provide surgeon with intraoperative guidance
- **On-call Pathologist**– 503-561-5818

### POLICY CONTENT

A pathologist is available for clinical and surgical consultations twenty four hours a day. An On-call Pathologist is available for such consultations needed after normal working hours.

On-call response standards established by Salem Hospital, is that all providers must provide two preferred methods of contact. The primary contact method will be by pager; the secondary and tertiary method may be cellular phone, home phone or other telephone number. The standard time for responding to being contacted is within 15 minutes.

Arrival time to hospital for intraoperative consultation is 20 minutes from time the pathologist is contacted.

### STEPS / KEY POINTS

- Refer to the lab web page, [http://home/depts/lab/index.htm](http://home/depts/lab/index.htm) for On-call Pathologist information or dial 503-561-5818 Monday through Friday between 5:00 P.M. and 8:00 A.M., weekends between 5:00 PM Friday and 8:00 AM Monday and all day on Holidays or dial the hospital operator (dia 0).

**CONTACTING ON-CALL PATHOLOGIST FOR INTRAOPERATIVE CONSULTATIONS** - A pathologist may be needed after hours for intraoperative consultation. Intraoperative consultations may include frozen sections or gross examination or special handling of tissue removed from a surgical patient. To ensure timely results, early notification of the pathologist on-call is paramount.
1. Notify On-call Pathologist of any anticipated after hours surgical intraoperative consultations at least 20 minutes in advance or as soon as possible if an intraoperative consultation was anticipated.

2. Ask switchboard operator to contact On-call Pathologist and provide operator with Operating Room telephone number where the intraoperative consultation is needed.

3. Switchboard operator will contact On-call Pathologist as delineated below and provide pathologist with the Operating Room telephone number for call back.

4. On-call pathologist will call Operating Room and verify time that the specimen will be obtained and obtain any additional information required.

5. Alternatively, Operating Room staff may contact On-call Pathologist directly as delineated below and provide information.

**CONTACTING ON-CALL PATHOLOGIST FOR NON-SURGICAL CONSULTATIONS**- The on-call pathologist is available for any non-surgical consultation via telephone during all after hour periods. Contact the On-call Pathologist by dialing 503-561-5818, http://home/depts/lab/index.htm, or dialing the hospital operator (dial 0) and request the On-call Pathologist be paged.

**PRIMARY CONTACT METHOD** - The primary method of contact for the On-call Pathologist is by pager, by directly dialing 503-561-5818 or dialing the hospital operator (dial 0) and request he/she page the On-call Pathologist. The standard response time to a page is within 15 minutes.

If response is not made within 15 minutes of the initial page, initiate or request a 2nd page.

**SECONDARY CONTACT METHOD** - If the On-call Pathologist does not respond to the 2nd page, notify the hospital operator that this is a 2nd request. The switchboard operator will contact the secondary and/or tertiary number provided by the pathologists. It is the responsibility of the person requesting the page to notify the hospital operator that this is the 2nd or 3rd request.

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**Equipment/Supplies (If Applicable):**

n/a

**Form Name & Number or Attachment Name (If Applicable):**

Admin34

**Author Position:**

**Review/Revision Authority (Position Not Individual Name):**

Medical Director, Operations Manager, Executive Assistant

**Expert Consultant Position/s (Not Individual Name/s):**

n/a

**References (Required for Clinical Documents):**

n/a

**Is there a Regulatory Requirement? Yes ☐ No ☒**

If yes, insert requirement information here:

**Review History (No Changes):**

5.9.12, 5.7.13

**Revision History (Note changes in area under header):**

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n/a