



Abbotsford Centre

**SITE DIRECTIVE**

<b>AC PHARMACY DIRECTIVE</b>	
Title: <b>Overtime and Call Backs</b>	Number: II - 30
Effective Date: August 25 <sup>th</sup> , 2008	Approved By: <b>Jennifer Cowie, PPL</b>
Revision Date(s): December 2012, Oct 2018	
Review Date(s):	

**DIRECTIVE****OVERTIME**

All overtime must be pre-approved by the PPL, Pharmacy or designate.

An overtime form must be completed and signed PPL, Pharmacy or designate before submitting for payroll purposes. See: H:Pharm-AC/forms/OT-callback form.doc

As per the collective agreement, staff may choose to bank or to have paid overtime. Overtime banks are automatically paid out as per collective agreement.

**CALLBACK**

There is no pharmacist on call.

The Emergency Telephone Fan Out List is provided to:

1. Administrator on Call for BC Cancer Abbotsford
2. Tyco Security
3. ARHCC Facilities Management

**PROCEDURES****OVERTIME**

1. When possible, staff will identify operational concerns that may require overtime to the PPL- Pharmacy or designate well in advance so that workflow plans can be discussed.
2. Decide on which staff member will work overtime based on ability to perform the functions of the job and seniority.
3. Complete the overtime form and obtain appropriate signature(s).
4. Submit for payroll

5. Document unusual occurrences that contribute to the overtime and submit for further evaluation and discussion

**CALLBACK**

1. Administrator on Call will contact pharmacy staff according to the Fan Out List
2. Staff member will return to pharmacy and use swipe card to access the department
3. Staff member to contact Tyco security using their passcode identification card.
4. When a call back occurs, complete and overtime form for payroll purposes
5. Document reason for call back for further evaluation and discussion