**WEEKEND GI PROCESS**

**7/30/15**

The GI schedule has been consistently heavy for the past several months on the weekends and I suspect that this trend will continue for at least the near term.

After considerable effort, an EMR base solution to the scheduling in GI will not be possible, at least for now.

In order to avoid confusion, surprises and service failures please implement the following plan:

1. **Single point of communication for GI Cases on the Weekend 24-3684**

**A Saturday and Sunday form will be delivered to the HR desk each week on Thursday to record specific case information.  Please leave this for the Sat/Sunday AM shift Senior Staff.**

1. **Start times on Sat and Sun: 09:00.**

**3) We will try to devote a crew to GI baring emergencies**

**4) The individual answering 24-3684 will be responsible for communicating with the appropriate anesthesiology Staff (use the forms in the HR office)**

**5) GI Fellows/Residents will need to enter all cases into EPIC**

**6) Cases added on during the day as a to follow may be added with the staff working in GI rather than via 24-3684**

**7) Unusual situations need to be communicated to the AM Anesthesiology Staff on call when the PM shift is relieved.**

**Staff on Call must carry 24-3684 at all times for this to work.  We need a single point of communication for a number of reasons, GI is only one.**

This will clearly be a work in progress and will be under constant review.  **Please send feedback to NAL and copy me.**

Thank you for your help with this.

DFG