

# Johns Hopkins Bayview Medical Center

GENERAL CLINICAL RESEARCH CENTER

Policy: 123

Weather Emergency Staffing Guidelines

Original Date: 10/97

Previous Date: 3/05

Reviewed Date: 2/07

**Purpose:** To provide guidelines for staffing during weather conditions that are serious enough to disrupt the research functions of the GCRC, (i.e., snow, fog, icy road conditions, hurricane).

**Procedure:**

1. Investigators will inform outpatients that the GCRC follows the plan of the Johns Hopkins University for weather-related cancellations. Subjects should be instructed to listen to WBAL 1090 for the University's closure. When the University classes are cancelled due to weather, the GCRC is closed for outpatient appointments.
2. GCRC staff on duty will not leave until sufficient relief staff arrive. Staffing must meet the care and safety needs for the amount of subjects and their acuity.
3. In the event of snow and /or icy road conditions, GCRC staff scheduled to work may call the Patient Care Manager (PCM) to request transportation to the Johns Hopkins Bayview Medical Center. The Patient Care Manager will contact the JHBMC Snow Control Center to arrange for staff transportation.
4. Scheduled GCRC staff have priority for working his/her assigned shift. Staff deemed "excessive" for coverage may in consultation with the Patient Care Manager or designee.
  - a. Sleep/rest and report back on the next shift.
  - b. Call the staffing office/nursing supervisor to see if coverage is needed elsewhere. This must be planned around his/ her scheduled hours and the existing staffing situation on the GCRC.
  - c. Leave the GCRC.
5. When relief is available, staff will not work in excess of 16 consecutive hours. At that time, an 8 hour "break" should be taken before returning to subject care and responsibilities.
6. The GCRC staff will contact subjects who are scheduled for outpatient visits or inpatient admission by telephone and rescheduled after discussion with Principal Investigator/study coordinator.
7. Any questions regarding staffing or subject rescheduling will be directed to the GCRC Patient Care Manager.

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Reviewers:

GCRC Patient Care Manager

References:

JHBMC Hospital Policy Manual

JHBMC Center Staffing Guidelines for Snow Emergency

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