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|  Nurse MSO Policy | NO.  |
| It is the policy of Winning Wheels to provide adequate staffing levels twenty-fourhours a day, seven days a week in order to maintain a high level of quality in the carewe provide our patients as well as to remain compliant with State and federalstaffing regulations. The Mandatory Stay-Over Policy (MSO) ensures the adequatestaffing needed. The following guidelines to this policy:1. Mandatory Stay Over will occur when there is a call off or there is an openshift.
2. The first person that has to stay is the last person to call off. After that, thenurse that is STARRED will have to stay over.
3. If you stay over one day, it does not guarantee that you will not stay in the nearfuture. Volunteering to stay a different day does not exempt you from stayingwhen mandated.
4. PRN staff is exempt from MSO.
5. Each nurse is responsible for knowing when they are starred on the scheduleso they can make the necessary arrangements (e.g. Child Care, Rides, other obligations).
6. If she/he is mandated to stay and refuses to do so, it will be considered jobabandonment and he/she will be terminated and reported to IDPH.
7. Nurses will be required to stay for 4 hours. Attempts must be made to call inall available floor nurses and PRN nurses. If not able to get shift covered byfloor staff, the nurse managers will take turns covering the floor after the floornurse has completed the required 4 hours of the shift.

Employee Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved: | Effective Date: 4/1/2018 | Revision Date: | Change No.: | Page: 1 of 1  |