

Massachusetts General Hospital  
Department of Biomedical Engineering  
Policies and Procedures  
Supervisors and Backups

1. Policy

- 1.1. All department supervisory roles will have a designated primary backup in the event the supervisor is unavailable or unreachable.
- 1.2. In addition, certain supervisory roles, at the discretion of the department Director, will have a designated secondary backup in the event that both the supervisor and the primary backup are unavailable and unreachable.

2. Definitions and Regulations

- 2.1. Supervisory role: Any department position which includes in its responsibilities direct oversight of one or more other department employees.
- 2.2. Supervisor: Any department employee who occupies a supervisory role.
- 2.3. Backup assignments shall be determined by the Director and shall not be changed without the approval of the Director.
- 2.4. Backups' responsibilities will vary depending on the length and nature of coverage:

For short-term, unplanned coverage assignments (between one and a few days) the backup's role will be limited to dealing with urgent issues that cannot wait for the supervisor's return, such as critical customer or safety concerns, or administrative matters such as reviewing last-minute earned time requests from staff.

For longer coverage periods (such as when the supervisor goes on vacation) the backup could take on more of an acting supervisor type of role, subject to the needs of the absent supervisor and the means of the backup to fulfill those needs.

In all cases, the expectation is that the backup will defer any non-urgent issues or requests until the supervisor's return.

### 3. Supervisory Roles and Backups

<b>Supervisory Role</b>	<b>Primary Backup</b>	<b>Secondary Backup</b>
Director	Assistant Director	none
Assistant Director	Director	none
Ambulatory Team Leader	ES Support Team Leader	Inpatient Team Leader
ES Support Team Leader	Ambulatory Team Leader	Inpatient Team Leader
Evening Shift Team Leader	Inpatient Team Leader	none
Inpatient Team Leader	Ambulatory Team Leader	ES Support Team Leader

Related Policies:

Scheduled and Unscheduled Earned Time (BME)

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