

<b>School of Medicine Diagnostic Radiology Training Program</b>	Page 1 of 2		Revision Date
<b>Department of Radiology</b>			August 24, 2023

### **Standard Operating Procedure: Leave**

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the types of leave available to the residents and fellows of Creighton University.

#### **1. Scope**

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This policy applies to all Creighton University Radiology Residents

#### **2. Procedure**

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The following leave is outlined below, along with a link to access Creighton University policy.

1. If possible, time off should not be taken during the IR and Pediatric rotations. Coverage is necessary on the Angio and Fluoroscopy rotations.
2. If time off is necessary during the Pediatric rotation, it must be limited to two days. Children's Hospital does NOT grant time off. The Residency Program Director along with the Chief Resident grant time off and Children's Hospital will then approve the leave.
3. No more than two residents can be out of the program on scheduled leave at any given time. This includes, but is not limited to, residents attending conferences, participating in boards, interviewing for fellowships, and attending AIRP.
4. Leave is granted on a first-come-first served basis. Seniority in the program is not a factor in granting leave. Leave is requested from the Chief Resident who then reports it to the Program Coordinator for approval and record keeping.
5. A resident should aim to not take more than five days off during any one rotation. Time off more than five days during one rotation may need to be made up in the last year of training order to receive credit for that rotation.
6. If it is necessary to use sick leave, the resident is responsible for informing the Chief Resident and the Program Coordinator verbally (email or voice mail is not acceptable) so that the schedule can be adjusted as needed.
7. Health care appointments
  - a) Process for urgent/emergent health care appointments:

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The process for ensuring patient safety and continuity of care for urgent/emergent health care appointments should follow the same hand off process as for residents needing to leave dur to excessive fatigue or illness or family emergency.

b) Process for scheduling health care appointments

It is recognized that many routine health care appointments need to occur during the workday. In recognition of the primacy of patient welfare in these situations and the impact on the program's other residents, residents needing time off for these appointments should give the program one day's notice.

8. Residents are responsible for completing the Leave Request form for GME.
9. Leave of absence and vacation may be granted to residents at the discretion of the Program Director in accordance with local rules. Depending on the length of absence granted by the program, the required period of graduate medical education may be extended accordingly. Residency program directors and their institutional Gme offices determine the need for extension of residency training. Therefore, it is not up to the ABR to determine graduation dates for individual residents.  
<https://www.theabr.org>
10. Residents and fellows are not obligated to utilize their vacation time for instances where they require absence from clinic or rotation for a duration of up to half a day due to employment interviews. It is expected that they adhere to their rotation expectations and requirements by resuming work before and/or after the interview. To validate the interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.
11. Residents and fellows are not obligated to utilize their vacation time for instances where they require absence from clinic or rotation for a duration of up to half a day due to employment interviews. It is expected that they adhere to their rotation expectations and requirements by resuming work before and/or after the interview. To validate the interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.

### 3. References

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American Board of Radiology  
<https://www.theabr.org/>

Creighton University Policy  
<https://medschool.creighton.edu/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-educaiton-office/policies>