

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Cardiovascular Disease Fellowship	<i>Issued:</i> 10/18/2019	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
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PURPOSE

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. The Creighton University Graduate Medical Education Leave Policy was developed to serve the best interests of the individual resident, the resident's colleagues and serve the mission of the School of Medicine.

SCOPE

This policy applies to all Creighton University **Cardiovascular Disease fellows**.

POLICY

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

Fellow's Responsibility

It is the fellow's responsibility to discuss any leave time with the program to ensure that training requirements are not adversely affected, which may extend their fellowship training period. Depending upon the time taken off per rotation, fellows should understand they may not get credit for that rotation, and this may affect their completion date and board eligibility.

For additional information regarding the American Board of Internal Medicine policies, please follow the link below:

<https://www.abim.org/certification/policies/general/special-training-policies.aspx>

Refer to the Graduate Medical Education website for policies. See each section below for program specific policies.

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Sick

In the event of illness, all fellows must personally notify the Program Director (PD) or Program Coordinator (PC) regarding the nature of the illness or emergency and approximate number of days they will be absent. If the PD & PC are unavailable, the Chief Fellow should be notified. They will notify the appropriate services and will make every effort to provide alternative coverage. If the fellow is scheduled for weekend duty and they are gone because of illness or an emergency, they must make a reasonable effort to inform the PD, PC and Chief Fellow. If the fellow is unable to make contact with them, they must notify the PD and PC the next working day.

Vacation

Leave request forms are available in the Program Coordinator's office and must be completed a minimum of 60 day prior to the date of desired time off. Any requests coming into the office after the deadline will be left up to the PC's discretion. The PC checks to ensure the availability of the dates requested and then submits the form to the Chief Fellow for their approval and then to the Program Director for final approval. Vacation guidelines are as follows:

- a) No requests will be granted during service rotations.
- b) Two fellows may NOT be gone from the same rotation.
- c) First and second year fellows may NOT take vacation during the last two weeks of June
- d) No vacation may be taken during the month of July.
- e) Vacations should generally be limited to one week at a time and may not necessarily include both weekends. Fellows will not be permitted to have more than two weeks of continuous vacation. If a fellow takes two weeks of vacation, the two weeks must NOT be from the same rotation, but should overlap two rotations, with no more than six days in one rotation.
- f) No more than three fellows may be gone during the same time. If there are more than three (3) requests, permission will be granted in the order they were received.
- g) Fellows may not be gone during certain programs (For example: the Vincent Runco Jr. Visiting Scholar Program, fellow orientation, in-service exam, fellows farewell dinner, or other times as specified by the Fellowship Program Director).
- h) Requests for time off must be submitted 60 days prior to the requested time off.

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- i) ALL vacation requests must be processed through the Program Coordinator's office. When completing vacation requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.).
- j) Travel arrangements may not be made until final leave approval has been received.

The program encourages fellows to take vacation in increments of five (5 days) at a time. However, vacation requests for smaller amounts of time will be approved on a case by case basis. A compilation of vacation time is kept by the Program Coordinator.

When an emergency arises and notification cannot be given in advance, the fellow still has to contact the Program Coordinator AND Chief Fellow. Any fellow gone from a rotation **WITHOUT** notifying the required personnel will lose a **DAY OF VACATION** and may face disciplinary action. This will be enforced.

Vacation on VA Rotations:

Cumulatively, fellows are allotted 20 days of vacation leave that must be split among all the fellows during the course of the academic year. These days are not in addition to the vacation days provided by Creighton University. A vacation leave request form must be submitted and approved by the Program Director prior to any time away from these rotations.

Out-of-Town Educational Conferences

Out-of-town educational conferences can **ONLY** be taken during when the fellow is **NOT** on a service rotation. They must also confirm coverage for their rotation responsibilities during the time they are away. Two fellows **CANNOT** be gone from the same rotation. In general, fellows will not be allowed to go to out-of-town conferences the last two weeks of June and the month of July.

Fellows may be able to attend additional educational conferences when they are presenting papers. Again, these presentations **CANNOT** be done during hospital services rotations. Fellows must also confirm coverage for their rotation responsibilities during the time they are away. If the fellow has used their allotted educational leave days, they will be required to use vacation for the day(s) attending the conference.

Fellows will be permitted to travel to present papers at the European Society of Cardiology. Fellows may be permitted to travel to present at other international educational conferences, but must receive preapproval from the Program Director and the Chief of the Division.

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ALL educational leave requests must be processed through the Program Coordinator's office. Leave request forms are available in the Program Coordinator's office and must be completed a minimum of 60 day prior to the date of desired time off. Any requests coming into the office after the deadline will be left up to the PC's discretion. When completing conference requests, include ALL dates you are unavailable (i.e., weekend unavailable, travel time, etc.). The Program Coordinator checks to ensure the availability of the dates requested and then submits the form to the program director for approval and then to the division chief for final approval. Educational leave guidelines are as follows:

- a) Educational leave will not be granted during service unless the fellow is presenting a research paper and has secured coverage for his/her rotation in his/her absence.
- b) Two fellows may NOT be gone from the same rotation.
- c) No attendance for out-of-town educational conferences will be granted during the last two weeks of June or during the month of July.
- d) No more than three fellows may be gone during the same time. If there are more than three (3) requests, permission will be granted in the order they were received.
- e) Fellows may not be gone during certain programs (For example: the Vincent Runco Jr. Visiting Scholar Program, fellow orientation, in-service exam, fellows farewell dinner, or other times as specified by the Fellowship Program Director).
- f) Travel arrangements may not be made until final leave approval has been received.

Please see the Fellowship's Funds Policy for additional information.

Educational Leave on VA Rotations

Cumulatively, fellows are allotted 5 days of educational leave that must be split among all the fellows during the course of the academic year. These days are not in addition to the educational leave days provided by Creighton University.

An educational leave request form must be submitted and approved by the Program Director prior to any time away from these rotations. Additionally, for educational leave on a VA rotation, you need to complete the VA Educational Leave Request form and submit it to the Program Coordinator for approval. Please note the VA requires 4-6 weeks for approval, so plan accordingly.

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REFERENCES

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Creighton University Policy

House Staff Agreement Contract

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time.

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.