

## ***Policies and Procedures***

<i>Section:</i> <b>School of Medicine</b>		<i>NO.</i>				
<i>Chapter:</i> <b>Internal Medicine</b>	<i>Issued:</i> <b>10/28/2019</b>	<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 Internal Medicine residents.

### **POLICY**

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

Refer to House Staff Agreement for allotment of time for vacation and sick days. Vacation is defined Monday-Friday. Residents who exceed the allowable leave as outlined by the ABIM (up to one month per academic year), may be required to extend their training. If a resident is required to extend their training beyond August 31st of their final year, they are not eligible to sit for the ABIM certifying exam until the subsequent year.

Up to one month of leave per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Training must be extended to make up any absences exceeding one month per year of training. Vacation leave cannot be forfeited or postponed in any year of training and cannot be used to reduce the total required training period.

Internal Medicine Education Staff will complete the required GME Resident Leave Request Form and upload into New Innovations.

#### **Planning Leave:**

Refer to the program action check list (select the type of leave) located in New Innovations under Department Notices on the Home Page.

**The program Clinical Competency Committee** will make an assessment at the end of the second year of training or at any point a resident is predicted to exceed 90 days away from their three years of training. The committee will determine if a resident is meeting the requisite period of training and is competent to practice medicine independently, without supervision with a defined number of months of accredited IM training.

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### **REFERENCES**

American Board of Internal Medicine (ABIM) Policies and Procedures

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.*