

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Radiology	<i>Issued:</i> 8/20/2019	<i>REV. A</i> 10/30/19	<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 **Radiology Residents**.

POLICY

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

1. If at all possible, time off should not be taken during the IR and Pediatric rotations. Coverage is necessary on the Angio and Fluoroscopy rotation.
2. If time off is necessary during the Pediatric rotation, it must be limited to 2 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 can 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 in excess of five days during one rotation may need to be made up in the last year of training in order to receive credit for that rotation.
6. Ten days will be granted for fellowship interviews and travel time. Leave forms must be filled out.
7. 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.

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8. Health Care appointments

a) Process for urgent/emergent health care appointments:

The Process for ensuring patients' safety and continuity of care for urgent/emergent health care appointments should follow the same hand off process as for residents needing to leave due 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 work day. In recognition of the primacy of patient welfare in these situations and the impact on the program's other residents, resident needing time off for these appointments should give the program a one-day notice.

9. Residents are responsible for completing the Leave Request Form for GME.

10. Maternity and Paternity Leave

Creighton University grants all employees 160 hours of paid parental leave to be used during their babies' first year. FMLA and Parental Leave forms should be filed with Human Resources. If additional time is needed, they may use their vacation and sick time.

11. "Leaves 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/>

REFERENCES

American Board of Radiology
Creighton University Policy
House Staff Agreement Contract

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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.