

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Urology Residency Program	<i>Issued:</i> 11/14/2019	<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 **Urology Residency Program**.

POLICY

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

Leaves of Absence:

Each residency program may provide education, sick, and vacation leave for the resident, in accordance with Creighton University institutional policy. However, a Urology Resident must work at least forty-six (46) weeks during each year of residency. It is the resident's responsibility to track their requested time off in accordance with the required forty-six weeks. In other words, each year of credit must include forty-six weeks of full-time urologic education.

Vacation or various other leave may not be accumulated to reduce the total training requirement. Should circumstances occur which keep a resident from working the required forty-six weeks in one year, the Program Director must submit a plan to the ABU for approval on how the training time will be made up, as a result an extension of the residency may be required.

Approval of any requested leave is at the discretion of the Program Director or Department Chairman.

Due to program needs and constraints, time away will be not be approved if resident is requesting time away from the program during the last week of June, the first three (3) weeks of July, or for any of the program designated resident interview dates and pre-interview dinners.

Requesting Time Away:

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When requesting time away, residents must submit the Urology Resident Leave Request Form at least **60 days/two months** prior to the leave dates requested. Residents must wait for Program Director approval before making any travel arrangements for time off requested.

- This form must be filled out completely and signed by the resident, then given to the Program Coordinator either in person or electronically.
- The Program Coordinator will sign the form and forward the form to the Program Director for approval.
- Once the Urology Resident Leave Request has been approved by the Program Director, the Program Coordinator will send out an appointment reminder letting faculty, staff, and fellow residents know of approved time off. At this time any travel arrangements the resident needs to make may be completed.
- For tracking purposes, Program Coordinator will scan the Urology Resident Leave Request Form and file it in New Innovations under Personal, File/Notes. The Coordinator will also enter the leave dates into the Assignment Schedule within New Innovations.

Requesting Educational Time Away While on Rotation at the OmahaVA:

If requesting education time away and the resident is on rotation at the Department of Veterans Affairs Nebraska-Western Iowa Health Care System (OmahaVA), In addition to the Urology Resident Leave Request Form, the resident must also fill out the VA leave form: Application for Resident Education or Examination Leave.

- As with the Urology Resident Leave Request Form, no travel arrangements should be made until approval from the Program Director and the OmahaVA has been received in writing by the Program Coordinator.
- Once the Urology Resident Leave Request and Application for Resident Education or Examination Leave forms have been given final approval, the Program Coordinator will send out an appointment reminder to faculty, staff, and fellow residents of approved time off. At this time any travel arrangements the resident needs to make may be completed.
- For tracking purposes, Program Coordinator will:
 - Scan the Urology Resident Leave Request Form and Application for Resident Education or Examination Leave Form and file it in New Innovations under Personal> File/Notes.
 - Enter the leave dates into the Assignment Schedule within New Innovations.
 - Email the approved request to Diane O'Malley (Diane.Omalley@va.gov) and Amy Boyle (Amy.Boyle@va.gov)
 - Fax a copy to Michelle Blackburn in the VA Urology Clinic (402-995-5968)

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REFERENCES

<http://www.abu.org/residency-requirements>

<http://www.auanet.org>

(ENTER YOUR Boards), anywhere you are taking information from
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.