

Policy: 200-050385-043

GME Attendance Professionalism Policy

Policy:

Per ACGME Common Program Requirements 2023:

VI.B. Professionalism

VI.B.1. Programs, in partnership with their Sponsoring Institutions, must educate residents and faculty members concerning the professional and ethical responsibilities of physicians, including but not limited to their obligation to be appropriately rested and fit to provide the care required by their patients. (Core)

Per DHS policy 751 "Attendance"

All employees shall be present at their jobs and perform their assigned duties during their scheduled work hours, except when an approved vacation or approved leave of absence as prescribed and governed by the Memorandum of Understanding (MOU).

Unscheduled absences and/or recurrent tardiness in reporting to work or returning from breaks or lunch period places a burden on co-workers, negatively affects employee morale, and impairs the ability of our department to achieve its objectives and maintain proper service levels.

Employees shall inform their supervisors if they are unable to adhere to their work schedule.

Management/supervisors are responsible for ensuring their employees are informed of and adhere to the attendance standards and for taking appropriate disciplinary or corrective action.

DHS Policy 755 "Vacation Scheduling."

Departmental management shall coordinate vacations to ensure essential workload coverage. Supervisors may limit the number of persons off during any one period and deny or reduce vacation days to meet the service needs of our patients and other members of the public. Vacation requests shall not be denied based on seasonal issues.

Procedures:

Interns, Residents, and Fellows are assigned to rotations per their specific residency program. Trainee schedules per block and rotation must be published at a minimum of **8 weeks prior** to the start of the rotation.

Each rotation must have a process/designated individual(s) that are notified regarding absences.

Each program is expected to report absences to appropriate supervisor or their designee, if trainee is not within the home program.

Call Out Process

Trainees are expected to arrive on time for their assigned shifts. If they are not able to arrive on time or attend the shift, they should notify the designated individual as soon as possible.

1. In the event an intern/resident/fellow assigned to direct patient care in the inpatient setting (Inpatient Wards, ICU services, ER, Inpatient psych rotations) is unable to attend their scheduled assignment, they must notify the designated individual no later than **than 2 hours before the scheduled shift**.
 - a. Failure to notify the supervisor or designee within the specified time will result in timecard coding as unapproved absence without pay (AWOP) unless extenuating circumstances exist as determined by the home program director.
2. In the event an intern/resident/fellow assigned to direct patient care in the outpatient clinical setting is unable to attend their scheduled assignment, they must notify the designated individual no later than **30 minutes prior to the scheduled shift**.
 - a. Failure to notify the supervisor or designee within the specified time will result in timecard coding as unapproved absence without pay (AWOP) unless extenuating circumstances exist as determined by the home program director.
3. Interns/residents/fellows off three (3) or more consecutive workdays will be required to present an original, verifiable medical certification of illness or injury upon return to work.
 - a. For absences of more than three (3) consecutive workdays, the supervisor may request a medical certification letter to be presented.

Upon returning to work, if accommodations are needed, this request must be submitted to the accommodation office for review.

Vacation Requests:

Vacations will be granted based on the needs of the clinical service.

Vacation requests must be made a minimum of **8 weeks prior to the** rotation start date.

Monitoring Absences and Professionalism:

1. The home program is responsible for monitoring the number of absences their trainee has missed per rotation and over the course of the year.

2. The home program is responsible for informing their residents, interns, or fellows of the **MAXIMUM** number of absences allowed per rotation/year beyond, which would trigger the need for the resident to make up any time. This should be in accordance with their specific certifying board guidelines. The home program should present this at the beginning of each academic year.
3. The home program is also responsible for monitoring and intervening in any professional concerns of their trainees related to repeated absenteeism. Receiving departments should report any concerns related to the attendance of individual interns/residents or patterns of absences to the home program.
4. In the event of an emergency necessitating a prolonged absence, the Intern, Resident, or Fellow is required to communicate with their home program. The home program is expected to communicate with the rotating department and, in some instances ((potentially for inpatient rotations), assist in the coverage of rotation if needed.
 - a. Prolonged absences should be reviewed with the GME office.

References:

DHS Policy 751

DHS Policy 755

Common Core Requirements 2023