

Creighton UNIVERSITY

School of Medicine Cardiovascular Disease Fellowship Training Program	1 of 5	Implementation Date	11.16.2022
SOP Owner		Last Reviewed/Update Date	7.21.2023

Standard Operating Procedure: Leave

1. Purpose:

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of the Cardiovascular Disease Fellowship Training Program to outline the expectations regarding the various types of leave available to its fellows. This Standard Operating Procedure (SOP) has been developed to serve the best interests of the individual fellow, the fellow's colleagues and to serve the mission of the School of Medicine and the Cardiovascular Disease Fellowship Training Program.

2. Scope:

This policy applies to all Creighton University Cardiovascular Disease fellows.

3. Responsibilities and Procedure:

Sick

In the event of illness, all fellows must personally notify the Program Director (PD) and 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 New Innovations 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.

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- 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 five fellows may be gone during the same time. If there are more than five (5) 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.
- 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.
- k) Fellows may take up to 1/2 day leave for interviewing without being required to use vacation time.

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 must still 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.

Vacation on VA Rotations:

A VA specific vacation leave request form must be submitted to the Program Coordinator and approved by the Program Director prior to any time away from the VA rotations. Cumulatively, fellows are allotted 60

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days of vacation leave for the three VA rotation. These 60 days must be split among all the fellows over the course of the academic year. These days are not in addition to the vacation days provided by Creighton University. The Program Coordinator will divide the 60 days between all fellows based on the number of VA rotations each fellow has. If a fellow needs more vacation days than what the program has allotted to them, they may borrow additional day(s) from another fellow who will not use their VA allotted days.

Holiday

Fellow/Resident contracts do not allow for holiday leave. As such, Fellows should not assume they will be free of duties on any holiday. The Program will review coverage needs on a holiday-by-holiday basis and determine which fellow(s) will be required to report for duty on that holiday. The Program Director or Program Coordinator will notify the Chief Fellows who will disseminate the information to the remainder of the fellows.

Out-of-Town Educational Conferences

Out-of-town educational conferences can ONLY be taken during when the fellow is NOT on service, Heart Failure or Night Float rotations. 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 during the month of July or the last two weeks of June.

Fellows may be able to attend additional educational conferences when they are presenting papers. 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.

ALL educational leave requests must be processed through the Program Coordinator's office. Leave request forms are available in New Innovations and must be completed a

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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, heart failure or night float rotations.
- 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 month of July or the last two weeks of June.
- d) No more than five fellows may be gone during the same time. If there are more than three (5) requests, permission will be granted in the order they were received.
- e) Fellows may not be gone during certain program events (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.
- g) Fellows may take up to 1/2 day leave for interviewing without being required to use vacation time.

Educational Leave on VA Rotations

Cumulatively, fellows are allotted 15 days of educational leave for the three VA rotations. These days 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. The fellow must complete the VA specific educational leave request form and submit it to the Program Coordinator and approved by the Program Director at least 60 days in advance. The fellow may not make any travel arrangements until leave approval has been granted.

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4. References Regarding Leave and Eligibility to Sit for Boards:

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

Creighton University Policy

House Staff Agreement Contract

AMENDMENTS OR TERMINATION OF THIS STANDARD OPERATING PROCEDURE

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

The GME policy supersedes all program level Standard Operating Procedure (SOP) regarding this area/topic. In the event of any discrepancies between program SOP and the GME policy, the GME policy shall govern.