

Creighton UNIVERSITY

School of Medicine Pulmonary/Critical Care Fellowship Training Program	1 of	Implementation Date	12/15/2022
		Last Reviewed/Update Date	01/05/2023

Standard Operating Procedure: Leave

1. 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.

2. Scope

This policy applies to all Creighton University Pulmonary and Critical Care Medicine fellows.

3. Prerequisites

All full-time fellows may utilize this SOP.

4. Responsibilities

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

It is the fellow's responsibility to discuss any leave time with the program leadership (the program director [PD] and/or program coordinator [PC]) to ensure that training requirements are not adversely affected, which may extend their fellowship training period.

For additional information regarding the American Board of Internal Medicine policies related to Leave of Absence and Vacation for Board Eligibility, please visit the ABIM General Policies at <https://www.abim.org/certification/policies/general/special-training-policies.aspx>.

Refer to the Creighton University Graduate Medical Education website for policies. House Staff should refer to their House Staff Contract for the provided number of days received for each area of leave.

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5. Procedure

Leave Request Form: Fellows are responsible for completing the Leave Request Form at least 45 days in advance for all planned leave. Leave forms for unplanned leave, such as sick, should be completed the day the fellow returns.

Vacation: Prior to the start of the academic year, fellows will be asked to submit their vacation requests for the entire academic year (July 1st – June 30th). With the exception of five days, vacation must be taken in 5 day/weeklong blocks. The remaining five days may be spread out throughout the academic year. Vacations will be granted on a first-come, first-serve basis. The fellow will be notified of denied vacation requests. Changes to vacation or vacation scheduled after the block schedule is made will require the fellow to find service coverage if s/he is on a service requiring coverage. Service coverage must be communicated via email to the PD and PC at least three (3) business days in advance.

Sick: In the event of an illness, all fellows must personally notify the PD or PC regarding the nature of the illness or emergency and an estimate of the approximate number of days they will be absent. The PD or PC will notify the affected service and make every effort to provide alternative coverage. If the fellow is scheduled for weekend duty and they are out due to illness or emergency, the fellow must make a reasonable effort to inform the PD or PC. If the fellow is unable to make contact with the PD or PC, the fellow must notify the attending physician on the affected service, and then alert the PD and PC the next business day.

Educational Leave: The program supports and encourages fellow development at educational conferences whether presenting or as a participant. The fellow is required to request time off using the Leave Request Form for educational conferences at least 45 days in advance and must receive approval from the PD or PC to attend the educational conference, whether presenting or as a participant. If approved, it is the fellow's responsibility to find coverage if he/she is on a service rotation. Coverage must be emailed to the PD and the PC at least three (3) business days in advance. If the fellow has used his/her allotted educational leave days, the use of vacation day(s) will be required for attending the conference.

Interview Leave: The program recognizes the need for fellows to take leave for interviews, whether for educational (i.e., additional fellowship training in sleep or IP, etc) or for employment purposes after training. Interview leave should not fall on a continuity

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clinic day unless it is at least 45-days in advance and the fellow has obtained approval from the clinic manager Documentation of the scheduled interview must be provided to the program Fellows on essential services must arrange coverage for the service. Fellows can only take interview leave while on a CHI rotation and cannot take interview leave on a VA rotation.

Continuity Clinic Leave: Fellows requesting leave after the master rotation schedule has been finalized must use the Leave Request Form to request clinic time off if it impacts the fellow's continuity clinic day. Leave requests affecting continuity clinic must be communicated and approved at least 45 days in advance. Requests within 45 days for all CHI CUMC Clinics will require the fellow to work with the clinic scheduling staff to reschedule the patient in a timely manner which may include a make-up clinic on an alternate day incumbent on the availability of faculty and staff.

The Graduate Medical Education Program Agreement is linked here.

<https://www.creighton.edu/sites/default/files/2022-03/2022-2023-Contract-Omaha.pdf>

6. **References**

American Board of Internal Medicine
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. <https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>