

School of Medicine Urology Residency Training Program	Page 1 of 3	Implementation Date	Revision Date
Creighton Dept of Urology		Nov 10, 2022	8/8/2023

Standard Operating Procedure:

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.

SCOPE

This policy applies to all Creighton University Urology residents.

PROCEDURE

The Urology residency program may provide the available leave as outlined in the House Staff Physician annual contract and in accordance with Creighton University institutional policy.

Time away from training

The American Board of Urology (ABU) requires 46 weeks of full-time clinical activity in each of the five years of residency. However, the 46 weeks may be averaged over the first 3 years of residency, for a total of 138 weeks required in the first 3 years, and over the last 2 years, a total of 92 weeks is required.

Leave may not be accumulated to reduce the total training requirement. Should circumstances occur which keep a resident from working the required 138 weeks the first 3 years and 92 weeks the last 2 years, the Program Director must submit a request to the ABU for a variance of the current policy or a plan outlining how the training deficit will be rectified. In certain cases, an extension of the residency training may be required.

Approval of any vacation or educational leave is at the discretion of the Program Director.

Approval of any leave for educational/scientific conferences is at the discretion of the Program Director.

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Due to program needs and constraints, vacation time will not be approved if resident is requesting time away from the program during the **last 2 weeks of June, the first three (3) weeks of July**, or for any of the program designated resident interview dates (these change annually, usually two Sundays in Nov and one Sunday in Dec), and In-Service Training Exam date (usually 3rd Sat in Nov)

Residents and fellows are not obligated to utilize their vacation time for instances where they require absence from clinic or rotation for a duration of up to half a day due to employment interviews. It is expected that they adhere to their rotation expectations and requirements by resuming work before and/or after the interview. To validate the interview, residents are required to furnish documentation, such as an invitation to interview that included the persons contact information.

Requesting Time Away:

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.

- Residents will first submit leave dates to chief resident for approval
- This form must be filled out completely and signed by the resident requesting leave, 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 > Files & Notes. The Coordinator will also enter the leave dates into the Assignment Schedule within New Innovations.

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Requesting Educational Time Away While on Rotation at the Omaha VA:

If requesting education time away and the resident is on rotation at the Department of Veterans Affairs Nebraska-Western Iowa Health Care System (Omaha VA), 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 Omaha VA 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 > Files & Notes.
 - Send completed leave form with digital signatures to VA for final approval. (Deb Clear)
 - Enter the leave dates into the Assignment Schedule within New Innovations.

REFERENCES

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

<http://www.auanet.org>

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. *This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and GME policy, the GME policy shall govern.*