**Resident Attendance & Absence Guidelines**

1. You are expected to show up for all assignments.
   * Your schedule and rotation info are either in amion, email from supervisors or New Innovations (“Schedule” then “Curriculum”)

**For Unplanned Absences:**

1. You are expected to contact the attending. If you are too sick to determine who to contact, you can contact Teresa at xxx for help.
   * Call hospital operator 925 370 5200 then press 0 to get staff pager #
2. You are expected to report ALL absences to the Residency Office via [residencysupport@ccfamilymed.com](mailto:residencysupport@ccfamilymed.com)
   * Provide the date, hours and clinic/educational experience you will be missing
3. Make up of excessive absences on any rotation may be required.
   * Make up for any absences beyond the allotted vacation time is required within the academic year for the following ACGME required elements: Outpatient Pediatrics, CODA & Orthopedics

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| --- | --- |
| Rotation/Clinic/Educational Experience | Contact info/Process & Make up |
| FMC | email [sameday@hsd.cccounty.us](mailto:sameday@hsd.cccounty.us) with your name, the clinics & sites you are cancelling and the reason for your cancellation |
| CHO | * + - * For all: Contact Eileen GME office (510) 428-3331       * For inpatient: page the Orange team 510-718-4207 or call 510-718-6956       * For UC/ED: Main ED line - (510) 428-3240       * ED2 / Annex - (510) 428-3522 |
| CODA | For COA-MH: Ellen at 925 521 5650  [Ellen.Shirgul@hsd.cccounty.us](https://d.docs.live.net/c1bb113ed1369bda/Ellen.Shirgul@hsd.cccounty.us)  For HEB: Abbie at 925-887-5678 ext 1161  [abbiel@hospiceeastbay.org](https://d.docs.live.net/Downloads/abbiel@hospiceeastbay.org) |
| PBL | Page Facilitator (on weekly PBL email)  Each unexcused absence > 2 per 6 months will be made up with a SHO call |
| HSM | Each unexcused absence will be made up with a SHO call |

**If you are running late:**

1. You are expected to notify your attending (see contact info above or below)

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| Rotation/Clinic/Educational Experience | Contact info |
| FMC | Daytime clinic: phone # in amion (highlighted in yellow) home page  Evening/Saturday clinic: Call the hospital operator & give your name, the clinic, the reason for the delay, and your best estimated time of arrival. This information will then be conveyed to the local clinic nursing staff. |

**For Planned Absences (Vacation/Ed leave etc)**

* [Vacation and Educational Leave Policy](http://ccrmc.wikispaces.com/Vacation+and+Educational+Leave+Policy)
* [Rotation Supervisor List](http://ccrmc.wikispaces.com/Rotation+Supervisors+2013-2014) - Once your vacation request is approved by the scheduler, you must get approval from rotation supervisor.
* [eA323](http://ccrmc.wikispaces.com/eA323) - Clinic Cancellation Form must be submitted to [residencysupport@ccfamilymed.com](mailto:residencysupport@ccfamilymed.com) > 35 day prior to clinic cancellation. Must have Rotation Supervisor and Scheduler approval before anyone can process your eA323.

**CHO**

* [CHO Expectations of CCRMC Residents](http://ccrmc.wikispaces.com/file/view/CHO%20expectations%20for%20CCFMR%206.10.14.doc/513536562/CHO%20expectations%20for%20CCFMR%206.10.14.doc) – IMPORTANT
* [Visiting Resident Data Sheet](http://ccrmc.wikispaces.com/file/view/CHO%20Visiting%20Resident%20Data%20Sheet.pdf/439196820/CHO%20Visiting%20Resident%20Data%20Sheet.pdf)
* [Security Office Hours](http://ccrmc.wikispaces.com/file/view/CHO%20Badging%20Office%20Hours.pdf/439196826/CHO%20Badging%20Office%20Hours.pdf) - (510) 428-3600
* Unplanned absences (see above)
* Please look on amion for your schedule as this is the most uptodate
* View curriculum description on New Innovations (Click Schedule, then Curriculum)

**Holidays**

* Resident Holidays 2016-2017: [Holiday Schedule](http://ccrmc.wikispaces.com/file/view/Holiday%20Schedule%202015-2016%20final%205.12.15.xlsx/555117787/Holiday%20Schedule%202015-2016%20final%205.12.15.xlsx)