Scheduling Nuts and Bolts 2015

Please refer to CCRMC Wiki -> Residency Bulletin Board -> Scheduling Info -> Scheduling Files and Links

Scheduler = Kendra Johnson

* Non-urgent issues, please email: [schedule@ccfamilymed.com](mailto:schedule@ccfamilymed.com)
* If must be handled today/tomorrow: call/text cell **608-658-2491** and/or pager: **873**
* If I do not answer cell phone/pager and your issue is urgent: **CALL** (don’t text) **925-293-2086** (this number breaks through “do not disturb mode” I use when sleeping)

**Critical Points:**

1. This hospital and its patients **depend on us** to staff the hospital. You are a critical part of the medical team, we are counting on you.
2. If you are sick or otherwise unable to make it to your shift, call, text or page me ASAP (see below)
3. If you know of a possible or definite upcoming scheduling issue, let me know early on! Issues that are brought to my attention unnecessarily last minute will lead to decreased flexibility and willingness to help.
4. Neither Chief residents, Attendings or Department Heads can grant approval for use of Jeopardy or Callback. The Scheduler and Program Director are the only ones that can grant approval.
5. **You can only take USMLE Step III during an outpatient block. No exceptions.** It will not count against your vacation time. Please come to me early if you have questions on when to plan it.
6. You are responsible for checking your schedule on Amion prior to the start of each block. Please do this.
7. My primary form of communication will be through your **@ccfamilymed.com** email account.
8. I am a fallible human being and I am capable of making mistakes. If you think I have made a mistake, please bring it to my attention so I can try to work it out with you.
9. If you need to make a scheduling change after the schedule has been published on Amion, you are responsible for finding someone to cover your shift and alerting me so I can approve it and update Amion.
10. Swapping weekend rounding shifts among other inpatient residents is possible, but generally complicated, so talk to me about it. You CANNOT have a non-inpatient person cover a weekend inpatient shift for you.
11. The number of calls is consistent for each rotation, so by the end of the year, everyone will have done the exact same number of shifts.
12. **NHO and NA rotations always start on a Tuesday night.**
13. Please come to me with solutions, not problems.

**Unplanned Absences** (Sick, family emergency, etc.)

(same day covered by attendings/callback, next day by jeopardy but I must inform them by 1pm the day prior)

**In ALL cases:**

* **If you have clinic later today**, please email sameday@hsd.cccounty.us and include your name, the clinics you are cancelling, the site, and reason for your cancellation. If you do not have access to email, then you can call the Provider Sick Line at 925-370-5128.
* **Contact the Scheduler** - Kendra 608-658-2491, pager 873. If no answer, CALL (don’t text) 925-293-2086(this number breaks through “do not disturb mode” I use when sleeping)

**Rotation Specific Instructions:**

* **Hospital Medicine or General Surgery:** please contact one of the 3rd years AND also page your attending to inform them of your absence that day ASAP.
* **OB:** please call L&D as early as possible (x 5608) and inform one of the OB attendings.
* **Nursery:** please page and inform the Pediatrician on-call (listed in Amion).
* **ER:** please call the ER (x 5973) to inform the TEACH attending listed on AMION or one of the ER attendings that is present in the ER.
* **CHO:** Contact the Eileen in the GME office at (510) 428-3331
  + Also contact your Senior Resident (if on inpatient) or the ED Attending (if on CHO UC or ED).
  + Main ED line - (510) 428-3240
  + ED2 / Annex - (510) 428-3522
  + Inpatient: page the Orange team pager 510-718-4207. The orange team phone is 510-718-6956
* **All other rotations:** Contact your Attending or the [Rotation Supervisor](https://ccrmc.wikispaces.com/Rotation+Supervisors+2013-2014) of your current rotation.

**CALL RESPONSIBILITES 2015-2016**

(FPC = family practice clinic, HO = house officer, PBL= problem based learning Fri 9a-12p)

**NON-VACATION MONTHS** **WEEK** **WEEKEND**

|  |  |  |
| --- | --- | --- |
| OB 1B | M, F 6:30am-6:30pm L&D day shift  Wednesday 6pm-8am L&D nt shift with PP rounding after  Thursday: post call (off at 8am)  FPC x1/wk (Tues PM) | Saturday 8am-8pm L&D day shift  Sun **OFF** |
| Hospital Medicine 1A/1B and General Surgery 1 | FPC x2/wk | 3 Saturday/Sunday HO 8am-8pm (1B has one Day Admit instead)  1 Sat/Sun rounding only  4 weekend days off |
| Night admit  (2wks) | Mon-Fri 8pm – 8am  No FPC | Sat OFF after 8am  Sun 6pm-8am |
| Newborn | 4 weekday short HO (5pm-8pm)  FPC x2/wk | Weekends determined by residents on service |
| CHO wards | Q4: 7am-5pm, 7am-11pm, 7am-5pm, 7am-5pm  FPC x1/wk (Tues PM) | Off every day you aren’t on call or post-call (end up with 4 days off) |
| NHO (2wks x2) | Mon-Thurs 8pm-8am, Fri 5pm-8am  No FPC | Sat – OFF after 8am  Sun 8pm-8am |
| Ortho  (2wks x1) | 3 weekday short HO (5pm-8pm)  FPC x2/wk | OFF |

**VACATION MONTHS WEEK WEEKEND**

|  |  |  |
| --- | --- | --- |
| ER  (confirm shift times during ER orientation) | ER Shifts: Mon 1-8pm, Th 1-8pm  Anesthesia: T, W, Th, F 6:30am-8:30am  ER didactic Friday 8 AM, Friday PBL 9am-noon  FPC x2/wk | Sunday ER shift: 1-9pm |
| OB1A | Monday **OFF**  FPC x2/wk  Friday PBL 9am-noon | Saturday night L&D shift 8pm – Sunday 8am  Sunday AM PP rounding then off |
| Clinics-1 | 4 weekday short HO (5pm-8pm)  FPC x2/wk  Friday PBL 9am-noon | 1 Saturday overnight HO (8pm-8am) |
| Behavioral Medicine | 2 weekday short HO (5pm-8pm) including last of block  FPC x2/wk  Friday PBL 9am-noon | 2 Saturday overnight HO (8pm-8am) |
| FMC 1 | 3 weekday short HO (5pm-8pm)  FPC x3/wk  Friday PBL 9am-noon | 1 Saturday overnight HO (8pm-8am) |

**Call Shift Terminology**

**House Officer - HO**

* Carries the 901 pager.
* Responsible for any issues that occur on the non-OB, non-Gyn, non-IMCU/ICU patients in the hospital. This includes the patients on 4A (Tele), 4B, 4C (Psych), Nursery, Newborns on 5C, 5C Surg Overflow, and 5D.
* Goes to all OB responses to scrub in and receive the newborn, take to warmer, and assist with resuscitation.
* Assists with admissions.
* With the exception of retreats, Jeopardy and Callback, interns cover all HO shifts, including SHO and NHO.

**Night House Officer - NHO**

* Same as HO, shifts from 8PM-8AM Sunday-Wednesday, 8PM-7AM Thursday, and 5PM-8AM Friday.
* **Saturday NHO is covered by an intern on either Ortho, BM or Clinics 8pm-8am**
* Interns do two blocks of NHO, each 2 weeks long for a total of 4 weeks.
* **The first NHO shift always starts on the evening of the Tuesday night before a rotation switch (either from one block to the next or during a mid-block switch).**

**Short House Officer - SHO**

* Same as HO, but from 5PM-8PM on Mondays through Thursdays.
* Gets sign out from the inpatient residents on all floor patients.
* Signs out to the NHO.

**Day Admit - DA (used to be called Day Float - DF)**

* Residents who are on inpatient and take admissions on the weekend. 8am-6pm Sat or Sun

**Night Admit - NA**

* 1st year or 3rd year resident that does admissions from 8PM-8AM.
* **The first NA shift always starts on the evening of the Tuesday night before a rotation switch (either from one block to the next or during a mid-block switch).**

**Evening and Weekend ICU**

* 2nd or 3rd year resident rotation. Covers both ICU and IMCU 5-8pm weekdays and 8am-8pm weekends
* Admits all ICU patients.
* Available to evaluate any patients on the floor that the HO is concerned about.

**ICU Night Float**

* Same as Eveneing/Weekend ICU, except from 8PM-8AM Sunday-Thursday and 5PM-8AM Friday.
* 2nd and 3rd year residents each do a two week block.
* Responsible for updating the Mega Board and redistributing the admissions that occur overnight.

**Jeopardy**

* A 2nd or 3rd year resident on this 2-week rotation is on standby to cover a critical shift in the event of an absence, planned or unplanned.
* The Jeopardy resident must be notified by 1PM the day before they are needed to cover a shift.
* Critical shifts include, but are not limited to HO, ICU, Admit, any CHO shift, OB call, Inpatient
* The use of Jeopardy can only be approved by the Scheduler or Program Director.
* Examples of reasons to use Jeopardy include covering for a resident that has a prolonged illness (>24 hours), family emergency, required educational experience, jury duty, or to prevent work hour violations.

**Callback**

* A 2nd or 3rd year resident that changes from day to day.
* On standby to be called back to the hospital that day (on the weekends) or night to either assist with admissions or to cover a critical shift as described for Jeopardy.
* There is no one on Callback from 8AM-5PM Monday-Friday.

**Problem Based Learning - PBL**

* Every Friday from 9AM-Noon during select outpatient rotations.

**PPD/HSM**

* One of your clinics is canceled once a block to meet for PPD/HSM (2 hours each).
* Personal and Professional Development - meet with your class as a group with the psychologists Patty Hennigan and Jessica Selvin. Protected time for processing the demands of being a resident in and out of the hospital.
* Health Systems Management - didactics on the medical systems ranging from hospital administration to charting to healthcare funding to community resources.

**Vacation and Educational Leave Policy**

**Vacation and Educational Leave Limits**

* You are allowed 15 vacation days. These only apply to weekdays. Vacation request that include weekend days do not count against the 15 day total, even if you would have otherwise had to work over the weekend.
* Vacation can only be taken during vacation eligible rotations.
* One week of educational leave (CME) is allowed in the second and third years.
* Vacation credits will accumulate pursuant to the bargaining unit’s MOU. However, because absence from the program for more than a month may jeopardize a resident’s ABFP certification, residents will not be allowed to take more than 3 weeks of vacation and 1 week of ed leave per academic year.
* At the sole discretion of the Program Director or her/his designee, vacation requests may be denied and/or modified in order to address program needs, educational requirements, illness, staffing limitations, patient care needs, and/or disciplinary concerns.
* Vacations may not “wrap around” change of service days.
* You cannot take vacation for more than 5 weekdays for a given block.
* If vacations are taken around weekends or holidays, the total time gone from the program may be capped at 7 calendar days (e.g. if a vacation is requested for Monday through Friday, the resident may be required to work either the weekend before or the weekend after the weekdays off).
* The residents on EM 2 and EM 3 must coordinate their vacations and take them off at the same time.

**USMLE Step III**

* Step III is a 2 day exam that is required to get your medical license in California. You are required to have your medical license to be promoted to a 3rd year resident.
* Because this is a mandatory exam, the two days of the exam are not consider vacation days.
* You must schedule your exam during a 4-week outpatient block.
* Jeopardy and Callback will not be used to cover shifts in order to take Step III.
* Interns have clinic on Tuesdays and Fridays, so they will likely need to schedule the exam for Wednesday and Thursday, unless they schedule it on a PPD/HSM day.

**Block Schedule and Vacation Eligible Rotations**

* Vacation eligible rotations are colored Gold
* First year vacation eligible rotations include BM, OB1A, Clinics, EM 1, FMC1.
* Second year vacation eligible rotations include OMP, FMC 2, EM 2, CODA and TRK Elective.
* Third year vacation eligible rotations include MOP, TRK Elective, Elective, EM 3 and FMC 3.

**Vacation Approvals**

* All vacation requests must be approved by the Scheduler ([schedule@ccfamilymed.com](mailto:schedule@ccfamilymed.com)) and the [Rotation Supervisor](http://ccrmc.wikispaces.com/Rotation+Supervisors+2013-2014). Wait to contact the Rotation Supervisor until the Scheduler has given initial approval.
* These approvals must be forwarded to Patricia at pharris-spruell@ccfamilymed.com along with your completed [A323 Clinic Cancellation Form](http://ccrmc.wikispaces.com/eA323) at least 35 day before any clinics that are schedule for the time you have requested off.