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GENERAL SURGERY RESIDENCY VACATION POLICY:

The General Surgery residency controls leave on the following rotations covering both General Surgery residents and residents rotating from other specialties.

These rotations include, but are not necessarily limited to:

At UNMH:

Elective General Surgery
Emergency General Surgery (EGS)
Trauma Surgery
Burn Surgery
Vascular Surgery
Surgical Oncology
Pediatric Surgery
Thoracic Surgery
Plastic Surgery
Trauma-Surgical Intensive Care Unit (TSICU)
Night Float

At Raymond G. Murphy DVAMC (VAMC):

General Surgery
Vascular Surgery

At Lovelace Medical Center:

General Surgery

At Presbyterian Hospital:

General Surgery

Annual leave is permissible on all services with the exception of Night Float at UNMH.

Each service is allotted 3 weeks (15 weekdays and 6 weekend days) of leave for each year FTE of resident coverage. Off service residents are allotted vacation to their residents based on the year-long FTE equivalents from their home residency. Since residents are encouraged to take vacation as a full week, if the vacation allotment on a service is a fraction, it is rounded up to a full week. As an example, if the anesthesia residency has 6 PG2 residents in the TSICU for 4 weeks each during the year they would have 24 weeks of resident coverage. Thus they would have 0.46 FTE (24weeks/52weeks) of resident coverage and would qualify for 1.38 weeks (0.46 x 3 weeks) of vacation. This would then be rounded up to 2 weeks (10 weekdays and 4 weekend days).

To compensate for the restriction of residents not taking annual leave on the Night Float service at UNMH, the other services at UNMH will grant 4 weeks of annual leave per FTE for all other

services for residents from programs that cover Night Float (General Surgery, ENT, Orthopedics and the Urology preliminary PG1's).

Vacation requests can be sent in as soon as the rotation schedule is released. The final schedule of approved annual leave will be released no earlier than July 1 and no later than July 15 of the academic year in consideration. Any resident not making annual leave request will be assigned annual leave. Requests from off service residents should come through their program office and will be given equal consideration with residents from the General Surgery program. Requests for leave to be granted early for exceptional circumstances (eg wedding) will be considered on a case by case basis.

Because of the complexity of scheduling and the unique needs of these rotations, all annual leave requests for the TSICU and the VAMC will be granted with the approval of the site director for those rotations.

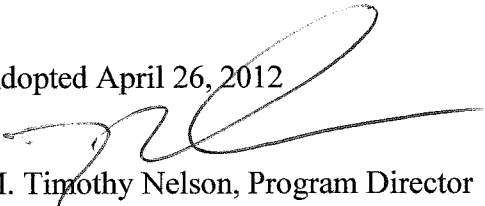
Every effort is made to avoid having more than one resident on leave at the same time from the same service. Additionally, certain restriction across services are recognized to aide in cross coverage. These include avoiding having the PG2's from Trauma and Burn on leave at the same time, The PG5's from Elective General Surgery and EGS at UNMH off at the same time as well as the PG3's from those services. Other rules to ensure patient safety and adequate coverage will be developed by the Surgical Administrative Chief Resident each year.

Once annual leave is approved, any resident or program wishing to alter the annual leave schedule must get the approval of the lead physician for that service, the site director (in the case of the VAMC and TSICU), the Administrative Chief Resident and the Program Director (or his/her designate).

Blackout dates for annual leave include July, the week around the American College of Surgeons Clinical Congress each fall, The Monday through Sunday that includes Thanksgiving, the two week beginning Monday and ending Sunday which include Christmas and new Year's Day, The week of the American Board of Surgery In-Training Examination (for general surgery residents only) and the final two weeks of June. An exception is a PG5 resident may take annual leave during the last week of June in order to transition to a fellowship which begins July. Similar consideration will be given to any resident leaving our program to begin a new residency July 1 in another city.

NOTE: On many services, the 7 days of vacation will include a weekend the resident would otherwise have had off. To ensure adherence to duty hours regulations, most residents will need to take an additional day off (not annual leave) in order to be in compliance. Most residents and services find it easiest to have that day taken at the day before or after the seven day block of annual leave.

Adopted April 26, 2012



M. Timothy Nelson, Program Director