

**Vacation and Call Guidelines**  
**Department of Anesthesiology**  
**Residency Training Program**  
**Vacation & Call Schedule Policies**

**Revised: 2017 October**

**Entitlements:**

1. According to PARO guidelines, residents are entitled to **28 vacation days comprising 20 weekdays and 8 weekend days**. In addition, **7 educational days** may be taken on working days. Finally, **5 consecutive days off work at Christmas/New Years** will be guaranteed. Residents who work part or all of a stat holiday are entitled to take a lieu day within the same block, with the exception of Christmas, Boxing Day and New Year's Day (which are included in the 5-day block above).

**Requests:**

2. **Priority will be given to vacation requests in 1-week blocks**, but vacation can be taken in single days. Vacation is assigned on a first-come, first-serve basis except over the Christmas break (see below). One weekend is guaranteed with a 1-week request. Attempts will be made to schedule bookend weekends, but this is not a guarantee. Bookend weekends can only be confirmed once the call schedule is published.

Study days that are bracketed by vacation or education days will be considered vacation days.

3. Any vacation request longer than 1 week in a block will be considered a special request. Recognizing that lengthy requests affect the ability for other residents to take vacation during the block, these requests will only be granted once vacation plans for the remaining residents for this time period are reviewed.

4. **"No Call" requests** are a courtesy and will be considered on a first-come, first-serve basis. They are not guaranteed until the call schedule is published. In consideration of the impact on others and in order to maintain scheduling flexibility in our program, residents are reminded to keep requests for weekends off-call to a minimum. An abundance of "no call" requests does not permit the creation of a feasible and fair call schedule. Should a weekend arise when there are numerous call requests that cannot all be granted, residents are encouraged to discuss amongst themselves to determine the priority of their requests.

Formal vacation requests for the weekend will take priority, even if the "no call" request was made in conjunction with a Friday or Monday off. In order to guarantee a weekend off, a formal vacation request with a week of vacation must be made.

In the event that residents cannot resolve their requests themselves, final authority for deciding call requests rests with the Chief Resident.

5. During the weekdays, a 5-resident minimum is required for Tuesday, Wednesday and Friday, and a 6-resident minimum is required on Monday and Thursday to fulfill service requirements. 8 residents per block are required to make the call schedule. In periods where resident numbers are fewer than 8, residents may be denied vacation requests in order to ensure adequate service numbers.

Full Call:

- Horizontal adult anesthesia (K)
- Airway
- Ambulatory anesthesia (HDH)
- Peds anesthesia (CHEO)
- Junior Regional anesthesia
- Senior Obstetrical anesthesia

ICU Call: Junior & Senior ICU  
NICU  
CVRI

IM Rotations with IM call: Cardiology  
Palliative Care

IM Rotations with one weekend back: Nephrology, Respiriology

IM Rotations with full anesthesia call: Echocardiography (FoCUS)  
Transfusion Medicine

IM Rotations with no call: ---

13. The call schedule will be created to reflect the learning goals and experience level throughout residency. As such, senior residents will be given priority for the OR weekend call shift. The call schedule will also reflect the focus on studying in the PGY5 year. PGY 5's will not be scheduled for 1<sup>st</sup> call the evening prior to their study day. They will be available for call on all other days of the week, as per other call guidelines.

14. During the two months immediately after completing buddy call, a junior resident will be assigned to two 1-week periods of evening shifts. These shifts will run 15:00-23:00 Monday through Friday (*N.B.* this shift does not qualify for a call stipend). This resident will be assigned to work in the OR in order to gain more exposure to on-call OR work. The 1<sup>st</sup> call resident will carry the code pager.

#### PARO Guidelines

<http://www.myparo.ca/your-contract/>

#### PGME Guidelines

<https://meds.queensu.ca/academics/postgraduate/current/rotation-schedules-important-dates/statutory-holidays>

[http://meds.queensu.ca/education/postgraduate/policies/religious\\_holidays](http://meds.queensu.ca/education/postgraduate/policies/religious_holidays)