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.

6. Junior residents will not typically be granted vacation during the buddy call blocks, which are May-June. Vacation will not be approved during the **Airway Courses**, **Boot Camp and SBEAR** (simulation sessions), which are held during (May – August). Dates for this course will be confirmed as soon as possible. In exceptional circumstances, vacation may be approved during these periods at the discretion of the Chief Resident and the Program Director.

Extra senior residents will be required during buddy call, which may affect vacation approval.

- 7. Residents may not be granted vacation time during our **CaRMS interview week**. This usually occurs in late January or early February.
- 8. **PGY-5 vacation requests will be given priority** during the week prior to, and the week of, each of the Royal College examinations (written and oral). Requests from PGY-5 residents completing their training for a week of vacation entitlement at the end of June in order to accommodate moving time will be given priority over all other requests at that time. *PGY5 residents sitting their Royal College exams are provided with a combined total of 7 days off prior to the dates of both their Royal College written and oral exams, which must be requested as delineated.*
- 9. Vacation requests and no call requests are due ONE FULL BLOCK in advance of the Block in which you are requesting. (i.e. Requests for Block 13 are due the day Block 12 begins). The schedule will be available the following Tuesday, or sooner if possible, to allow residents to finalize plans.
- 10. No **carry-over** of vacation/educational day to the following year is permitted.
- 11. All requests will be confirmed or denied within **2 weeks**, and an alternate time suggested if the request is denied. The only **exception is Block 7** surrounding Christmas/New Years. Vacation requests for Block 7 can only be confirmed once the OR committee meets in late September and the OR schedule is set.

Preference for Christmas or New Years off will be granted on a seniority basis. In the event that there is a tie in seniority of requesting residents, names will be drawn randomly.

Call Schedules:

12. All residents who have completed buddy call will be included in the call schedule when on core anesthesia rotations.

Call expectations do vary based on the rotation the resident is assigned to. This is reviewed and approved by the RPC. The current breakdown of call expectations is:

No Call rotations: Cardiac anesthesia (K-Hearts)

Peterborough and Humber (one

Saturday expected)

Oshawa (two 24-hour home calls)

Weekend Call only: Junior Obstetrical anesthesia

Senior Regional anesthesia

One weekend back: Chronic Pain

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, Respirology

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 1st 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 1st 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