Fellowship & Job Interview Scheduling Policy

Revised: July 31, 2026.

The residency program recognizes that fellowship and job interviews are an important part of your professional development. To support residents during the interview season while maintaining patient care and educational responsibilities, the program has established the following guidelines.

The expectations outlined in this policy apply equally to fellowship interviews and attending physician job interviews.

1. Interview Time

Residents are permitted **up to two half-days per week throughout the interview season** for fellowship or job interviews.

- A full-day interview will count as two half-days.
- Whenever possible, interviews should not be scheduled during continuity clinic. If an interview must occur during clinic, residents are expected to arrange a clinic switch to maintain their continuity clinic experience.

2. Attending Notification

Residents must notify their supervising attending/preceptor of all anticipated interview absences and obtain approval before finalizing interview plans.

3. Interview Scheduling Process

If your interview requires a change in your clinical assignment, please arrange a switch with another resident before submitting your request. Chief Residents are available to assist in determining whether additional support is needed and, if so, help identify appropriate arrangements and available resources.

Once the switch has been arranged, a single email should be sent to:

- The resident assuming the clinical assignment
- The interviewing & supporting residents' supervising attending(s)/preceptor(s)
- The Chief Residents
- Program Leadership

This email will serve as the official documentation of the scheduling arrangement & approvals. **A separate switch request form is no longer required.**

If your interview **does not** require a change in your clinical assignment, obtain approval from your attending/preceptor and send an email to the Chief Residents and Program Leadership (copying your attending/preceptor) confirming the approved absence so that scheduling conflicts can be avoided.

Residents on SBH rotations should also include Dr. Seigel and Natasha Arias, in addition to the individuals listed above.

4. Outside Rotations

Residents on outside rotations (including the Emergency Department or MSK) must also notify the appropriate chief resident or coordinator and copy the Pediatric Chief Residents.

5. Attendance and Clinical Responsibilities

Residents are expected to maintain at least 75% attendance on each rotation (excluding continuity clinic days) to meet the rotation's educational expectations.

During interview season, please remain mindful that inpatient services, the ICU, Emergency Department, and Night Float require adequate staffing. Early planning and communication help ensure continuity of patient care while minimizing disruptions to your colleagues and the clinical team.

6. Professionalism

Professionalism includes timely communication regarding interview schedules. Residents are expected to communicate interview requests and any approved schedule adjustments **much in advance** of the scheduled absence. Unanticipated absences or failure to communicate in advance can adversely affect patient care, disrupt team workflow, and increase responsibilities for fellow residents. Thoughtful planning and proactive communication demonstrate accountability, respect for colleagues, and commitment to providing safe, reliable patient care.

7. Communication

All interview requests and scheduling arrangements must be communicated by **email**. Requests submitted via Slack, text messages, or other informal communication methods will not be accepted.