

UHN ED Scheduling Policy

1) **PGY1 and Off Service Residents**

- SCHEDULING VACATION
 - Using professional leave days, lieu days, floating holiday, and vacation days not taken in sequential weeks (other than the above exceptions):
 - 1 Day - No shift reduction
 - 2 or 3 Days - 1 shift reduction
 - 4 Days - 2 shift reduction
 - 5 Days - 3 shift reduction
 - 6 or 7 Days - 4 shift reduction
 - More info:
<https://www.myparo.ca/wp-content/uploads/2017/08/ChiefSeniorGuide.pdf>
- We will try our best to accommodate holidays, academic days, and religious observances, but please specifically request the days you would like off at least **4 weeks** prior to the start of the rotation. Any requests made less than two weeks prior to the rotation will be considered on a case by case basis but may not necessarily be accommodated.
- Emergency departments are 24/7 and you may be assigned to work on a recognized holiday. If you are scheduled to work on a holiday and would like to request a lieu day, you must arrange to have this approved with Julie Johnston at least two weeks before the lieu day.
 - As per the latest PARO guidelines regarding a lieu day during an emergency medicine rotation, a resident may request a shift reduction IF they have a lieu day owing AND a professional floating holiday OR two professional floating holidays that they would like to use
 - This special PARO guideline is specific to emergency medicine because, in general, there are fewer shifts worked in an EM rotation than in other clinical rotations
- The monthly schedule will be posted on our website at the beginning of each rotation so that the doctors who are working will know who to expect
- Once the schedule (including self-scheduling senior emergency residents) is posted, if you need to change a shift for some reason please do the following:
 - Email [Julie](#), [James](#) and [Ada](#) with the reason ASAP
 - AND email your colleagues to see if one of your fellow residents is able to swap shifts with you
 - Please notify us of any changes so we can reflect these on the posted schedule
 - If you are ill, please call the ED and notify the staff doctor of your absence. To avoid any misunderstanding, please speak directly to the staff doctor to explain your illness. We cannot ensure that messages sent through nurses or the unit clerk will reach the appropriate attending. Please also email Julie, James, and Ada to make them aware as well.
 - TWH ED: (416) 603-5800 ext 2777
 - TGH ED: (416) 340-3947

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- If 1 shift is missed due to illness, you are not required to make it up
- If **2 or more shifts** are missed due to illness, we will ask you to make up at least 1 of the shifts and will notify your Program Director
- All programs have different requirements for their residents meaning there are variations between each learner's individual schedule
- Scheduling follows PARO guidelines

2) PGY2-5 Emergency Medicine Residents – Self Scheduling

Please choose a mentor for each month you are at UHN

- A staff can only mentor one resident per month so please insert your mentor's name on the Google document excel spreadsheet
 - Please **only** choose a mentor from the list provided via email
- Please self-schedule 4-6 shifts with your mentor
 - You can find out who is working on amion.com. The password is provided to you via email from Julie.
 - Once you enter the system, click on the icon with the calendar and a person standing next to it
 - You can enter your mentor's name and recreate their calendar for easy access
 - Otherwise, refer to the general calendar (icon on the left most side) for the whole schedule
 - Please be mindful of the TGH vs. TWH site
- Please fill out the Goals and Objectives sheet and discuss with your mentor PRIOR to your rotation. We want to ensure we meet your learning objectives while rotating with us.
- Please self-schedule as follows:
 - You have **ONE week** to self-schedule. Then we will be adding the off-service and junior residents. By now you should have all received a google document invitation from uhneducation@gmail.com. This email is only for scheduling purposes. Please direct any inquiries through our usual emails.
 - We allow 100% self-scheduling for FRCP EM residents from PGY2-5
 - PGY5s as per the [Advanced Area of Learning](#) document
 - PGY 4 as per the [Work Balance](#) document
 - PGY 2&3 as per the revised core emergency medicine rotation guidelines with an equitable number of shifts during the day, evening, nights, and weekends
 - 2 full weekends (ie. 4 weekend dates)

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- Friday 23:59 - Monday 07:59
 - o 4 overnights (00:00 - 08:00)
 - o 4 days (shifts starting prior to 14:00)
 - o 4 evenings (shifts starting at 14:00 and onwards)
 - o Only one senior resident per shift
 - o Maximum two shifts can be scheduled with another junior resident to ensure equitable help across the shifts
 - o Do NOT schedule yourself for shifts starting at) 05:00, 18:00, 19:00, 22:00
- Exception: PGY5s who are hired to work at UHN may schedule themselves for 1 weekend QA 10:00 shift