

## **PEM Self-Scheduling**

### **Pediatric Emergency Medicine Subspecialty Residency Program**

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### **STAFF SCHEDULES *(please do not share outside of your program)***

<https://app.metricaid.com/login>

user: [achpemchief@gmail.com](mailto:achpemchief@gmail.com)

password: emergency1! (there is an exclamation mark at the end)

### **PRIMARY CONTACTS**

ACH PEM Lead Resident - [pemfellows@ucalgary.ca](mailto:pemfellows@ucalgary.ca)

- Primary point of contact for shift changes/sick calls

Karly Luca (PA – PEM, KidSIM, PoCUS) - [karly.luca@ahs.ca](mailto:karly.luca@ahs.ca)

- Please cc Karly to all shift change/sick emails

Dr. Nicholas Monfries (ACH Residency Site Lead) - [nicholas.monfries@ahs.ca](mailto:nicholas.monfries@ahs.ca)

- Contact for all questions regarding rotation structure, working in blocked shifts, questions with self-scheduling document/process

## IMPORTANT CONSIDERATIONS

**Self-scheduling is a privilege our program provides to senior residents on their PEM rotation. As senior learners, we trust you to schedule shifts in accordance with the procedure below and your academic/program commitments. Our program reserves the right to limit self-scheduling if recurrent issues are encountered.**

Shifts may change from time-to-time when there are changes made to the staff physician schedule. The self-scheduling document will reflect the correct shift times.

As not all learners have access to self-scheduling, it is important that a fair balance of shifts is selected such that all learners have access to shifts at varying times of day.

## SELF-SCHEDULING TIMELINES

Resident Program & Year	Access to Self-Scheduling Document
Pediatric Emergency Medicine Residents (PEM Fellows)	6 weeks prior to the rotation
Emergency Medicine (FR-EM) - R3 (SHC), R4, R5 (final year) Pediatrics - R3, R4 (final year) Elective Peds/EM Residents from UofC (R2+)	5 weeks prior to the rotation *may be spaced out if there are many learners

Prior to the start of the block, the Residency Site Lead/PA will send residents a link to a Google drive spreadsheet to help coordinate the schedule.

The access period typically starts on Monday at 20:00 (4-6 weeks prior to the Block start). Learners are not permitted to amend the spreadsheet prior to this date.

PEM Subspecialty Residents will have access to the self scheduling document first, due to the need to schedule shifts with their longitudinal preceptor and around pre-scheduled academic activities.

Amongst PEM subspecialty residents only, for all blocks with three or more PEM residents, a random shift assignment order will be determined. The resident named in the order will get to enter their shifts, then notify the next resident in order (via email or text), and so on, until all PEM residents have their shifts assigned. Please refer to [this document](#) for the self-scheduling turn order.

PEM residents have one week to enter their shifts before the schedule is released to other senior/elective residents who also self-schedule (who start self scheduling 4-5 weeks prior to the block start).

An updated listing of the important schedule timelines can be found here: [Lead Resident Timeline](#)

## PRECEPTOR SELECTION

When the resident is granted access to the self-scheduling document, they can select their name from the drop-down menu on their desired shift on the Google sheet.

We recommend selecting shifts with a variety of preceptors. For PEM Subspecialty Residents, preceptor auditing will be performed every three months and reviewed at the quarterly CC meetings.

- PEM residents should aim to work 2-4 shifts/block with their Longitudinal Preceptor.
- If conflicts arise when scheduling a shift with a particular resident's LP, the priority shall be given to the resident-LP pair.

## EXPECTATIONS FOR SELF-SCHEDULING

Self-scheduling is a privilege that we are providing to our senior learners. **We may limit access to self-scheduling if there are recurrent issues with shift selection and shift count.**

- Minimum four weekend shifts per four week block (weekend shifts count as any shift with a period between Friday 2359 – Sunday 2359 inclusive).
  - o Two weekend shifts in 2-week rotations
  - o **If you work a stat holiday, you must also work during the weekend of the stat holiday (ie: if the stat holiday is on a Monday, you must also work a shift during the preceding weekend).**
- Minimum two overnight shifts per four week block (2300, 2359 shifts).
  - o Overnight shifts are useful for educational purposes and help with the transition to staff (i.e. what services are available overnight, when to call consultants, etc.). In addition, overnight shifts need to be distributed fairly amongst all learners
  - o **This minimum applies even if vacation occurs on the same block and despite shift reductions for other reasons**
    - i.e. even if you only have 12 shifts in the block, two must still be overnight
  - o One overnight shift is required for 2-week blocks
- Remainder of shifts divided evenly between day and evening shifts (roughly 50% day, 50% evening)
  - o Prioritize type of shift, and working with different staff
  - o At least 40% of shifts should be Trauma shifts (aim for at least 6 trauma shifts in a standard 16-shift block)
- SHC shifts:
  - o SHC shifts can be selected by all Senior Residents **and will be considered equivalent to evening shifts.**
  - o If SHC shifts are selected, a maximum of 2 SHC shifts are permitted
  - o 2<sup>nd</sup> year PEM residents (PEM Fellows) must schedule 1-2 shifts per block at SHC (1700h-0000h is recommended due to higher patient volumes)
- Clerk shifts:
  - o Clerk shifts should only be selected by PEM residents (PEM Fellows) and emergency medicine residents who are in their final year (R5)
    - All other learners should avoid shifts where a clerk is already assigned (indicated by the black colour fill)
    - 2nd year PEM residents should select a few shifts with a clerk throughout the year where they can focus on junior learner teaching while maintaining flow in the department
- PEM residents:
  - o Research block: PEM residents should schedule four ED shifts to ensure enough clinical ED hours are being performed during the block

- o Off-service blocks: PEM residents are not required to schedule ED shifts while on off-service rotations

### BLOCKED SHIFTS

- Certain shifts may be 'blocked' on the self-scheduling document and cannot be selected as a shift
  - o These are filled in black on the document
- Please also note the scheduling notes on the top of the document
  - o EM & Peds residents should avoid scheduling shifts during senior simulton (indicated in 'blue' on the schedule)
- These are usually blocked off due to academic commitments or in advance of academic day:
  - o Wednesday shifts after 1900
  - o Thursday shifts between 0600-1600
  - o Overnight Fast Track Shift 2100-0300
  - o Once/block senior simulation (Tuesday)
- Blocked shifts may be worked with permission from the PD (if PEM Subspecialty Resident) or ACH-EM Residency Site Lead (for EM/Peds)
- Shifts with Clerks are primarily for residents transitioning to practice in emergency medicine (EM-R5s/PEM Fellows). Under exceptional circumstances, other senior residents can schedule for a clerk shift but they should only be scheduling 1 shift at most

### PRECEPTOR SPECIFIC GUIDELINES

- Each PEM resident (PEM Fellow) must do 2-4 shifts with your longitudinal preceptor each PEM block
  - o For other shifts, try to work with different preceptors to ensure a spread of practice styles, genders, and EM vs Peds backgrounds
- Senior residents should aim to experience a mix of preceptor backgrounds (Emergency Medicine and Peds)
  - o EMSP = Emergency Medicine
  - o PEDS = Pediatrics

### TOTAL NUMBER OF SHIFTS

- A full block of shifts is 16 shifts/block. Please see [this](#) document for specifics on vacation and education related shift reductions.

### STATUTORY HOLIDAYS (STAT DAYS)

- As the nature of emergency medicine involves shifts occur seven days per week, lieu days are granted in the event that a trainee works on a stat day (or the designated holiday if the stat day occurs on Saturday or Sunday)
- If a resident works a shift that occurs on a named holiday (as per AHS policy) that occurs on a Saturday or Sunday, they will be entitled to a shift reduction of one shift
- If a resident is scheduled to work a shift that occurs on the designated holiday day (Friday or Monday), which occurs when a named holiday that occurs on a Saturday or Sunday, they will be entitled to a shift reduction of one shift
- HOWEVER, a maximum of one shift reduction may be applied for stat days. If you work both the stat day and the designated holiday, you will only be granted one shift reduction
- **If you work a stat holiday, you must also work during the weekend of the stat holiday (ie: if the stat holiday is on a Monday, you must also work a shift during the preceding weekend).**

## **SCHEDULING RULES**

### **PARA Rules:**

- Must have 12 hours off between shifts
- No rule on continuous number of days worked
- No rule on maximum number of overnights
- Maximum two weekends out of four worked per block (this rule can be waived as residents self-schedule)

## **ACADEMIC OBLIGATIONS**

- Academic days are full-days on Thursday
  - PEM residents are not to schedule themselves for shifts during the day on Thursday without permission from the PD
  - PEM residents are not permitted to be scheduled for Wednesday overnight

## **SHIFT SWITCHES**

- If you need a switch, let the lead resident (cc PA and scheduler) know as there are several documents that require changing in the event of a shift switch (Google drive document and Metricaid will need to be updated)
- Once the schedule is made, unless exceptional circumstances apply, please switch overnight for overnight shifts and weekends for weekend shifts
- If the metricaid schedule is published and your name is already attached to an attending, please notify the attending that you will be switching shifts so that they are not surprised when you don't attend that shift.
- Trauma shifts are prioritized for coverage across all our learner groups. If you need to switch out of a trauma shift, please let the lead resident (cc PA and scheduler) know as soon as possible, as we will try to move other learner's to fill the trauma shift

## **SHIFT COUNT AUDIT**

- The self-scheduling document is reviewed by the resident site lead each block
- Shift counts are audited every three months and are reviewed by the CC for PEM residents. This will include the number of day shifts, evening shifts, night shifts, and total shift count
- Preceptor count (for PEM residents) are also audited every three months and reviewed by the CC

## **Specific Notes for FRCPC-EM R3, R4 AND R5 SELF-SCHEDULING**

Certain senior learners from the FRCPC-EM and Peds program are allowed to self schedule:

- FRCPC-EM R3's will self schedule during their SHC block
  - At SHC, please pick a balance of day shifts and evening shifts
  - Please also work two weekends for a full 16 shift block
- FRCPC-EM R4's will self schedule, all at the ACH site. This will allow them to shift reduce and reduce nights for the purpose of the exam. ACH site only as they are not yet in transition to practice stage and may benefit from some of the more complex peds patients that show up at the ACH
- FRCPC-EM R5's will self schedule, 50:50 ACH and SHC site. 50:50 split is to provide R5's with exposure to the non-pediatric emergency room setting which may more accurately reflect the type of practice they will have as graduates. Shift reduction will be based on vacation requests per the usual process.
- Shift count

- 16 shifts for a full block
- Shift reduction as appropriate if you are taking vacation/conference time
- For R4's (exam year), shift reduction as appropriate from the EM Residency Program Policy on Resident Scheduling (Revised September 28, 2021)
  - Block 1-5 – 16 shifts/block
  - Block 6 : 12 shifts (no nights required after Dec 1<sup>st</sup>)
  - Block 7 :12 shifts (which, via PARA break, would reduce to 8 shifts)
  - Block 8 : 8 shifts
  - Block 9 : 6 shifts
  - Block 10: 10 shifts
  - Block 11: 10 shifts
  - Block 12: 10 shifts
  - Block 13: 10 shifts
- Appropriate days/evenings/overnight mix depending on the time of year and proximity to the exam