

IMRP Policy on Professionalism and Communication Regarding Absences from Clinical Service

It is a professional responsibility of all physicians (including residents) to notify their colleagues/supervisor(s) as soon as possible of any anticipated absences from assigned clinical service (including MTU Senior Backup).

Anticipated, unanticipated absences or scheduling conflicts which will lead to an absence from scheduled clinical service must be brought to the attention of the MTU Scheduler Meghan.Perry@ahs.ca or the Subspecialty PD/PA as soon as they are recognized.

When an absence is anticipated/expected, particularly for overnight call, an attempt should be made to switch or arrange coverage by another resident on the same service

At times, resident absences are not easily anticipated (such as abrupt-onset of illness or emergencies). **It is none the less the responsibility of the affected resident** to notify both their clinical preceptor by page or email as well as the Lead Medical Residents (calgarychiefs@gmail.com), your IMRP Cohort Administrator and both Drs. Gibson (gibsonp@ucalgary.ca) and Bacchus (maria.bacchus@ahs.ca) at the earliest possible time so appropriate coverage can be arranged. This may be through a call swap, activation of back up or via coverage by the Attending Physician, as appropriate.

The reason (medical or otherwise) will **NOT** be communicated to the clinical supervisor and will remain confidential.

When you are scheduled for MTU Senior Backup, it is critical that you be available (and reachable) during the day immediately preceding to your Backup shift

- Unavailability for Backup due to modifiable travel arrangements (elective, vacation) is NOT a valid reason for missing clinical service. If such a conflict is anticipated, a call switch should be made in advance (as above).
- Residents must NOT be post-call on the day of a scheduled Backup shift. If such a conflict is noted or anticipated, a call switch should be made in advance.

Absence from any clinical service due to reasonably-foreseeable travel delays (ie. vacation, elective) should also be mitigated, if possible, by avoiding booking the last flight of the day or by arranging a call switch for the day following travel.

All communications (verbal or electronic) with preceptors, the PD and APD, the Chief Medical Residents, the IMRP office and/or subspecialty PAs should be conducted with language and expectations that reflect the highest professional standards at all times (deviations from which will be considered a professionalism concern by the PD).

The IMRP tracks absences from clinical and academic duties (including AHD). In the setting of excessive or unexplained absences, you may be required to meet with the Program Director to review these – recognizing that there are often valid reasons or nuances to the rationale. Repeated absences without adequate explanation, however, may result in a ‘professionalism flag’ on your file – which could be reflected in your MSM CaRMS letter.

Thank you all for your hard work and for your support and compliance with this policy.