



## Scheduling Your Emergency Medicine Rotation at the MGH 2011-2012

Scheduling requests fall into two categories: **“Non-Negotiables”** (i.e. requests that cannot be refused, such as protected departmental academic half-days and clinics) and **“Preferences”** (i.e. social requests such as needing a weekend off to go to a wedding, or a morning off to go to the dentist). The latter requests are handled on a first-come-first-served basis and cannot be guaranteed. For this reason, it is strongly suggested that you do not make firm travel plans until you see the final rotation schedule. **Please note that requests received later than the deadlines** indicated below, even if “non-negotiable”, **will not be considered**.

### Non-Negotiables include:

- 1) Requests for vacation & academic leave (study, conference, resuscitation courses) that have already been approved by your program director. **Such requests can, however, be refused by the site coordinator if granting them compromises patient care or, in the case of conference leave, if the request is not submitted at least thirty (30) days prior to the start of the rotation.**  
\* Please note that you must attend an orientation session prior to working your first shift. Residents rotating through the MGH ED will also need to be trained on the computerized patient tracking/order entry system (MedUrge). For these reasons it is preferable not to request leave in the first week of the rotation. The site director’s work schedule is made months in advance, so (s)he may not be available to orient you at a separate time. Should you still choose to take your leave during the first week, it is imperative that you contact the site coordinator well in advance of your rotation to ensure a way can be found to orient you before your first shift. (ex. attending the orientation for the prior period)
- 2) Protected time off for academic half-day (you will also automatically not be given a night shift on the day prior, but you may have an evening or night shift after your rounds).
- 3) **If you are on-call on the last day of the previous rotation, be sure to tell us so that you are not scheduled to work on the first day.** You will, however, still be expected to attend orientation on the first day at 8am (unless you have done a previous rotation with us as a resident), so if you are post call, please arrange to sign out early.

**All requests for official leave MUST be received by the site coordinator at least 30 days prior to the start of the rotation. For vacation leave, advance notice of 6 weeks is requested.** The 2011-12 deadlines for scheduling requests (ie. shift preferences) for your EM rotation at the MGH correspond to 8am the FIRST MONDAY of the PRIOR PERIOD and are:

Period 1: June 6<sup>th</sup>  
Period 2: **July 4<sup>th</sup>**  
Period 3: August 1<sup>st</sup>  
Period 4: August 29<sup>th</sup>  
Period 5: September 26<sup>th</sup>  
Period 6: October 24  
Period 7: November 21<sup>st</sup>

Period 8: December 19<sup>th</sup>  
Period 9: January 16<sup>th</sup>  
Period 10: February 13<sup>th</sup>  
Period 11: March 12<sup>th</sup>  
Period 12: April 9<sup>th</sup>  
Period 13: May 7<sup>th</sup>

Scheduling requests must be sent by email to [monica.cermignani@mcgill.ca](mailto:monica.cermignani@mcgill.ca) AND (ie. with Cc.) to [madeleine.becker@muhc.mcgill.ca](mailto:madeleine.becker@muhc.mcgill.ca) before the deadline. Even if you have no specific requests, please write to confirm this and to verify the day/time of your departmental half-day and/or clinics. This also helps to ensure that I have your correct email address on file. NOTE: only @mail.mcgill.ca addresses will be accepted by the One45 evaluation system so every resident MUST have one before starting their rotation.

## Frequently Asked Questions:

### ***How are statutory holidays dealt with?***

If there is a statutory holiday during your rotation, all residents will be given one less shift that month, regardless of whether they work on the stat day or not. This means that if you do work on the stat day, you will not be entitled to extra pay or to an extra day off. However, if you wish to be paid extra for the stat day, indicate this in your shift request email, and I will schedule you to work that day without decreasing your total number of shifts for the month. Note that you will not get an extra day off for the stat holiday if you are already taking a week off that month (McGill requires that you complete 75% of your rotation).

### ***How many shifts will I have to work?***

The total number of shifts for the month is equal to the number of weekdays in the rotation (usually this is 20, but can be more or less in periods 1 and 13). Academic half-days count as half a shift each and are deducted from this total (so, the usual number of shifts would be 18). If a week of leave is taken, this number is then multiplied by 0.75 to determine your minimum shift threshold to pass the rotation. (McGill requires you to complete 75% of any rotation.) Fractions are rounded UP. Shifts will not be “bunched together” in order to get a week off without using vacation time. Stat holidays are subtracted from the calculated total, unless a week vacation is also taken (see above). If leave is taken for study or conference, the total number of shifts will be prorated to a minimum of 75%.

**For FRCP EM residents:** Chief and PGY-5 residents receive fewer shifts, as they are granted time for administrative duties and exam preparation.

**If research is combined with an EM rotation,** the number of shifts is decreased accordingly. Note that taking three weeks of research plus one week of vacation will not result in no ED shifts; you will still have to do 75% as many shifts as you would have to if you did not take the vacation. If you take time for research, you have the choice of taking the time as a block or of spreading your reduced number of shifts throughout the entire rotation.

### ***How many weekends will I have to work?***

You will work two weekends, with two to three shifts per weekend (weekend shifts include Friday evening through to Sunday overnight). If you are taking a week of vacation, you will not be scheduled to work on the weekends at the start or end of your week off, but you will have to work the other two weekends of the month. If you have a preference not to work a particular weekend, send in this request before the deadline. Remember that these requests are not guaranteed and will not be considered if sent after the request submission deadline.

### ***How many night shifts will I have to work?***

This will vary from month to month depending on the number of residents and total number of shifts to be done, but will not exceed five. Because the MGH is a trauma centre, night shifts tend to be very busy and are filled in a priority status.

***May I trade a shift with another resident?***

Yes, but on two conditions only. First, it must be a direct swap (ie. you can't opt to do a shift on another day instead of your scheduled shift, even if no one else is working that shift). Second, all shift swaps must first be approved by the site coordinator.

***Do I have to attend the orientation session on the first day if I'm not scheduled to work?***

Yes. All residents who have not done a rotation at the MGH ED within the past 6 months are expected to attend the rotation orientation regardless of their shift schedule. This is usually held in the ED conference room (B1.112) on the first morning of the rotation. Residents will also receive their training for MedUrge (our computerized patient tracking system) during this morning orientation time. Since it will be impossible to work a shift without this training, it is paramount that everyone attends.

***How long are the shifts?***

Most shifts are nine hours (8 hours from sign in to sign out, plus an hour to sign over, wrap up your patients and charts, and receive feedback). The shifts are scheduled as follows:

A\*= 8h00-17h00 (monitored care area)

A = 8h00-17h00 (ambulatory care area)

B = 8h00-17h00 (stretcher care area)

C\*=12h00-20h00 (monitored care area)

C = 11h00-18h00 (ambulatory care area)

E\*=15h00-01h00 (monitored care area, weekdays; shift starts at 16h00 on Sat/Sun)

E = 15h00-24h00 (ambulatory care area, weekday)

F = 15h00-24h00 (stretcher care area)

Z = 17h00-02h00 (ambulatory care area, weekend)

N = 24h00-09h00 (whole emergency dept)

A\*, E\* and N shifts are paired with the staff scheduled in the monitored care area. A, E and Z shifts are paired with the staff scheduled in the ambulatory care area ("AC MD"). B and F shifts are paired with the staff "SWING MD" and are reassessment shifts, although you will also be expected to see new patients in the ambulatory care area. C shifts are paired with the staff "FLEX MD"

***What do I do if I am sick?***

If you are unable to work due to illness, please call Madeleine Becker in the ED administrative office (4-2501) as soon as you realize this, and email both Madeleine Becker and Dr. Cermignani. You MUST also call (at the beginning of the missed shift) the attending staff who was expecting you, so that they do not worry nor waste time trying to find out where you are. The phone extensions for each care area are listed in the information package that is distributed during orientation. Note that if an illness causes you to miss more than 25% of the rotation (e.g. if you were already booked for a week of vacation), your rotation will be considered incomplete until the missing shifts are made up. To book make-up shifts, contact the site coordinator.

***May I use personal days during my ED rotation?***

You are entitled to up to three personal days over the year. You may use them during your ED rotation at the MGH as long as this does not put you below the minimum number of shifts for the rotation. Be aware that personal days, unlike sick days, require 24 hours notice for approval.

### ***Which residents are allowed to self-schedule?***

At this time, self-scheduling privileges at the MGH are granted only to FRCP-EM PGY4-5 residents.

### ***What are the rules for self-scheduling?***

1. The site coordinator will provide you with a template for self-scheduling that includes the attending staff schedule. This will be provided 4 weeks prior to the first day of the rotation, unless the staff schedule has not yet been released.
2. The deadline to return your completed template is the same as the deadline for requests (see above). This deadline is firm and must be respected, otherwise the site coordinator will schedule your shifts for you. An extension will be granted if there is a delay in sending you the template because the staff schedule was not ready within a reasonable amount of time. Do not consider your schedule to be finalized until it has been approved by the site coordinator.
3. The site coordinator will confirm the number of shifts, weekend shifts, and night shifts to be scheduled. Weekends include Friday evening through to Sunday night shifts.
4. No shift may be scheduled during EM rounds or journal club.
5. An evening shift may not be immediately followed by a day shift. (C shifts may be used to transition from evening to day shifts without taking a day off, *only* if there is a FLEX MD scheduled to work that day.)
6. Night shifts must be followed by a day off (or by another night shift).
7. On at least one of your weekends you must schedule consecutive nights (F/Sa/Su).
8. You may not schedule yourself to work on more than two weekends as this would violate the residents' collective agreement and would result in the hospital having to pay a fine.
9. The number of ambulance room and ambulatory/evaluation shifts should be roughly equal (maximum of 3 Swing shifts - B/F), as should the number of day and evening shifts.
10. If more than one PGY4-5 resident will be doing the rotation at the same time, you must all coordinate your schedules together so that you are not requesting to work the same shifts. In this case, it is preferable to return the completed templates all together rather than individually. Any conflicts that remain by the scheduling deadline will be decided by the site coordinator.

### ***What happens if I scheduled myself to work with a particular attending, but when I show up for the shift a different attending is working?***

When attendings change their shifts, every effort is made to inform you ahead of time so that you may choose to change your schedule as well. However, sometimes these switches occur at the last minute and you may not find out in advance. When this happens, you are expected to stay and work the shift with the other attending.

Dr. Monica Cermignani  
MGH Postgraduate Site Coordinator