

 <p>All HFHS Includes: Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: HFHS Schedules (MEP 231)		Policy No: MEP 231
	Type of Document: Policy		
	Applies to: Tier 1: System-wide Business Unit: All HFHS Site: All HFHS Department: Graduate Medical Education		
	Category: Clinical Sub-Category: Graduate Medical Education		Current Approval Date: 6/9/2017 Last Revision Date:
	Owner: Graduate Medical Education		Approver: HFH GMEC, HFMH GMEC, HFWH GMEC
	Related Policy/Procedure: <i>Include title and number</i>		
	Author: Graduate Medical Education		
	External Regulatory Requirement: ACGME		
	Audience: Graduate Medical Education		
	Key Words: schedules; LOA; vacation requests; GME; Medical Education		

Purpose

To ensure that house officers and graduate medical education programs are provided sufficient notice to plan schedules.

Policy

HFHS is committed to patient safety, promoting house officer well-being, and providing a supportive educational environment. Schedules (e.g., rotation, shift, call, etc.) must be planned in advance to ensure compliance with educational program requirements and patient care responsibilities. Schedules must be available to house officers so that they may plan personal commitments appropriately.

In order to facilitate scheduling, house officers must submit requests for all days away at least one month prior to the start of the rotation. Requests submitted after the first day of the preceding month may not be considered. Requests must be submitted in rank order and with the reason for the time away specified as personal or academic. Requests with an academic reason will be given priority. Otherwise, requests will be considered in order of their submission.

All requests should be sent by email or in writing to the program coordinator for the sponsoring department.

House officers shall be notified of their schedules on or before 15th of the month prior to the start of the rotation.

For information about requesting paid time off, see Medical Education Policy No. 221 Paid Time Off. For information about leaves of absence, see Medical Education Policy No. 210 Leaves of Absence.