

Guidelines for PGY 1 Schedule Change Requests

Overview

The Postgraduate Medical Education (PGME) program at Memorial University of Newfoundland (MUN) is conducted in affiliated teaching hospitals throughout the province of Newfoundland and Labrador. As part of a resident's educational training, the PGME office and specific discipline offices are responsible for filling training services in these teaching hospitals. The scheduling process takes into account the approved rotations of each residency program and hospital service quotas. The assignment of residents to services is arranged so the educational objectives set out by each residency program can be met by residents.

Purpose

To guide residents and their residency programs with the management of schedule change requests during postgraduate year (PGY) 1.

Scope

Residents completing the first year of training in their residency program.

Guidelines

- 1.0.** Requests for schedule changes are not encouraged and will only be considered under exceptional circumstances (e.g. medical reasons).
 - 1.1.** Scheduling coordinators are obligated to adhere to the PGY 1 schedule once it has been distributed to the services.
- 2.0.** Residents must obtain approval for a schedule change, in writing, from both services (i.e. the service they want to join and the one they want to leave). Permission can be obtained from the administrative resident for each service.
- 3.0.** A request for a schedule change must be submitted to the resident's Program Director, via email, at least three (3) months in advance of the requested schedule change (medical leave may be an exception). All necessary signatures/email confirmations must be included in the submission.
- 4.0.** If approved, a notification of approval is sent to the coordinator of the PGY 1 schedule (e.g. PGME office; specific discipline office) at least two (2) months in advance of the requested schedule change.
- 5.0.** When requesting a schedule change, the following points are to be considered:
 - 5.1.** There is no guarantee that schedule changes will be made, for any reason.
 - 5.2.** If the rotation is available within the province, you will not be permitted to go elsewhere.