

## Leave Guidelines during ICU Required Training Experiences

<b>Office of Accountability:</b>	Postgraduate Medical Education Office
<b>Office of Administrative Responsibility:</b>	Postgraduate Medical Education Office
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### Definitions

<b>Administrative Resident</b>	A Postgraduate Learner with special administrative responsibilities relating to the academic and service activities of a Postgraduate Training Program, in addition to those expected as a normal part of their training.
<b>Educational Director of Services</b>	Individual responsible for coordinating Postgraduate Learner educational experiences and clinical service requirements. Also known as the Educational Director.
<b>Leave</b>	A type of leave of absence from regular day time duty hours where Postgraduate Learners are exempted from all clinical and academic activities related to their postgraduate training program.
<b>Postgraduate Learner</b>	An individual registered in a postgraduate training program at Memorial University of Newfoundland (Memorial).
<b>Postgraduate Training Program</b>	A period of training in a specific program of medicine with a set of Educational Objectives prescribed by the RCPSC or CFPC leading to certification by one of these bodies.



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<b>Program Director</b>	The faculty member assigned responsibility for the overall conduct of the Postgraduate Training Program.
<b>Required Training Experience (Rotation)</b>	A pre-identified period in one (1) training program with a specified timeline with a set of Educational Objectives to be completed. Referenced in the University Calendar as a Rotation.

### Overview

It is recognized that Postgraduate Learners may require time away from service for personal and/or professional reasons to establish and preserve a sense of Well-Being. This document provides Leave request guidelines for Postgraduate Learners who are completing Required Training Experiences in the Intensive Care Unit (ICU) at the Health Sciences Centre (HSC). This document does not cover urgent/emergent leave.

### Purpose

To guide the appropriate and equitable management of leave requests within the ICU to ensure:

- clinical duties are covered;
- undue responsibilities are not placed on other Postgraduate Learners; and
- appropriate communication is facilitated within the ICU team and with other Postgraduate Training Programs.

### Scope

Postgraduate Learners completing Required Training Experiences in the ICU at the HSC and the administrative offices managing Postgraduate Learner Leave.

This guideline does not apply to Postgraduate Learners assigned to the St. Clare’s Mercy Hospital to complete their ICU Required Training Experience or Postgraduate Learners completing an ICU elective at either the HSC or St. Clare’s Mercy Hospital.

### Guidelines

#### 1.0 General Provisions

## Leave Guidelines during ICU Required Training Experiences

- 1.1 Postgraduate Learners completing Required Training Experiences in the ICU in the HSC are eligible for Leave.
  - 1.2 Leave is granted as per the [Professional Association of Residents of Newfoundland and Labrador's \(PARNL\) Collective Agreement](#), the [Postgraduate Medical Education \(PGME\) Leave Management Policy](#) and any specific Postgraduate Training Program policies.
- 2.0 ICU Leave Requirements
- 2.1 All Leave requests must be approved by both the Postgraduate Learner's Program Director and the Educational Director of Services, Critical Care.
    - 2.1.1 A minimum of four (4) Postgraduate Learners completing their initial core ICU Required Training Experience must be available to cover the HSC - ICU call schedule in order for Leave requests to be considered.
  - 2.2 The deadline for submitting Leave requests is a minimum of two (2) blocks prior to the beginning of the ICU Required Training Experience to allow for the coordination of multiple program schedules.
    - 2.2.1 Given the impact on service coverage, any anticipated absences/exemptions from the duty roster should be brought to the attention of the Educational Director of Services, Critical Care as soon as possible.
  - 2.3 It is the Postgraduate Learner's responsibility to complete the Leave Request Form in full, obtaining all necessary signatures, including the Educational Director of Service, Critical Care, followed by the Postgraduate Learner's Program Director.
  - 2.4 Leave requests may not be granted during the first week for Postgraduate Learners completing their first core ICU Required Training Experience.
  - 2.5 Postgraduate Learners should not assume to have the weekend off at both the beginning and end of a Leave request. Only one (1) weekend will be guaranteed to balance call responsibilities amongst other Postgraduate Learners on the team.

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- 2.6 Additional Leave will not be granted during the Christmas-New Year block beyond the negotiated division of duty over the Christmas break.
- 2.7 If a Leave request cannot be accommodated, the Postgraduate Learner must be notified, in writing, by the Educational Director of Service, Critical Care, in a timely fashion as to why the request cannot be granted. Alternative dates will be discussed with the Postgraduate Learner.
- 2.8 As outlined in the PGME Leave Management Policy, a Required Training Experience is considered incomplete if a Postgraduate Learner is away from service for more than one-third of the expected time commitment for that Required Training Experience.
  - 2.8.1 Postgraduate Learners will be required to either make up the lost time or repeat the Required Training Experience in full. Extra weekend coverage or St. Clare's Mercy Hospital coverage will not be considered as appropriate substitutions for time missed. This will be applicable to time-based and competency-based Postgraduate Learners.