

Absences Illness and Personal Emergencies

Purpose

To outline the policy regarding illness and personal emergencies.

Background

References

Responsibilities

Illness / Leave while on other services:

The EM PA resident must notify the chief resident and rotation liaison or attending physician on the affected service before their scheduled duties begin. (Refer to the Rotation Information policy for contact information.) The PA Residency Coordinator (Christie Eck) and Program Director must be notified via voicemail message or email.

Illness / Leave while working in the ED:

- 1 The EM PA resident will contact the PA Residency Coordinator and PA Staff Administrator (Carol Lennartson) to help arrange for the shift to be filled.
- 2 The EM PA resident will send an e-mail notification to the Program Director and PA Residency Coordinator (Christine.E.Eck@healthpartners.com) within 24 hours to document the absence.
- 3 PA Residency Coordinator will update the weekly schedule on EDNET.
- 4 The involved chief resident will update the monthly schedule on Amion.

At the request of the Program Director, a resident that has been frequently ill may be expected to provide documentation from his/her doctor upon returning to duties. Clearance by Regions' Employee Health Services may also be requested prior to returning to duties. PA residents will not leave the hospital simply because their service or shift is quiet. They are to use that time for reading, chart completion, log/case entry, etc. PA residents should be physically present in-house in case of an emergency unless special approval is obtained from the Program Director

Policy

Procedures

Date Last Updated: April 30, 2014