

ED Scheduling Guidelines

Purpose

To outline the ED Scheduling Guidelines.

Background

The residency complies with ACGME-mandated duty hour restrictions and scheduling guidelines as recommended by ARC-PA.

Responsibilities

Physician Assistant Resident – 1st year

Block 1 through 3:

PA residents will have 8.5 hour shifts in Pods Alpha and Echo. Shift times on Pods Alpha and Echo include 7:00 a.m. to 3:30 p.m., 3:00 p.m. to 11:30 p.m., and 11:00 p.m. to 7:30 a.m. PA residents may have shifts in Pod Charlie. Shift times on Pod Charlie include 10:00 a.m. to 6:30 p.m. and 6:00 p.m. to 1:30 a.m. Day shifts are done on Ultrasthesia rotation. Residents will be extra staffing and not included in PA staffing matrix. PA residents will have no responsibility to fill ECIL (Emergency Call In List) shifts and will not be replaced if ill. Residents will also be scheduled for conference on Thursdays from 7:30 a.m. to 1:00 p.m., following conference from 1:00 p.m. to 3:30 p.m. can be used to complete administrative, research, and educational tasks. PA residents are scheduled for 45 hours/week averaged over 2 week cycles.

Block 4 and 5: currently will be doing off service rotation during these blocks

PA residents will have 8.5 hour shifts in Pods Alpha and Echo. Residents may be part of the PA staffing matrix. Shift times on Pods Alpha and Echo include 7:00 a.m. to 3:30 p.m. and 3:00 p.m. to 11:30 a.m. There are no overnights or Pod Charlie or Pod Delta shifts. PA resident ill calls will be covered by PA Staff ECIL protocol. PA residents will have no responsibility to fill ECIL shifts.

Block 6 through 8:

PA residents may have 8.5 hour shifts in Pods Alpha, Charlie, and Echo. Shift times on Pods Alpha/Echo include 7:00 a.m. to 3:30 p.m. and 3:00 p.m. to 11:30 p.m. Shift times on Pod Charlie include 9:00 a.m. to 5:30 p.m. and 5:00 p.m. to 1:30 a.m. Day shifts are done on EMS rotation. Residents will be part of the PA staffing matrix. PA resident ill calls will be covered by PA Staff ECIL protocol. PA residents have no responsibility to fill ECIL shifts. Residents will also be scheduled for conference on Thursdays from 7:30 a.m. to 1:00 p.m., following conference from 1:00 p.m. to 3:30 p.m. can be used to complete administrative, research, and educational tasks. PA residents are scheduled for 45 hours/week averaged over 2 week cycles.

Block 9 through 10:

PA residents will have 8.5 hour shifts in Pods Alpha, Charlie and Echo. Shift times on Pods Alpha and Echo include 7:00 a.m. to 3:30 p.m. and 3:00 p.m. to 11:30 p.m. Shift times on Pod Charlie include 9:00 a.m. to 5:30 p.m. and 5:00 p.m. to 1:30 a.m. Residents will be part of the PA staffing matrix. PA resident ill calls will be covered by PA Staff ECIL protocol. PA residents have no responsibility to fill ECIL shifts. Residents will also be scheduled for conference on Thursdays from 7:30 a.m. to 1:00 p.m., following conference from 1:00 p.m. to 3:30 p.m. can be used to complete administrative, research, and educational tasks. PA residents are scheduled for 45 hours/week averaged over 2 week cycles.

Physician Assistant Resident – 2nd year

PA residents will have 8.5 hour shifts in Pods Alpha, Charlie and Echo. Shift times on Pods Alpha and Echo include 7:00 a.m. to 3:30 p.m., 3:00 p.m. to 11:30 p.m. Shift times on Pod Charlie include 9:00 a.m. to 5:30 p.m. and 5:00 p.m. to 1:30 a.m. Residents will be part of the PA staffing matrix. PA resident ill calls will be covered by PA Staff ECIL protocol. PA residents have no responsibility to fill ECIL shifts. Residents will also be scheduled for conference on Thursdays from 7:30 a.m. to 1:00 p.m., following conference from 1:00 p.m. to 3:30 p.m. can be used to complete administrative, research, and educational tasks. PA residents are scheduled for 45 hours/week averaged over 2 week cycles.

Schedule changes and trades

RRC guidelines require, on average, one day off in 7 averaged over a 4-week period. This will be assigned and designated on the EDNET calendar.

Physician Assistant Residents-1st year may only switch with other Physician Assistant Residents 1st year. Physician Assistant Residents 2nd year may only switch with other Physician Assistant Residents 2nd year. Exceptions must be approved by the residency director or designee.

The program director will review all requests in a timely manner and notify resident of approval. Residents should not make any firm travel/social plans until approval has been received. Shift trades resulting in more than 7 ED shifts in a row will not be approved. ED shifts worked during off-service rotations will generally not be approved. Special prior approval must be obtained through the program director or designee.

Procedures

Trades

1. The EM PA resident who initiates the change contacts the program coordinator for approval.
2. The program coordinator will notify the program director via phone (same or next day trades) or e-mail.
3. The PA residency coordinator will update the weekly schedule on EDNet.

Date Last Updated: April 30, 2014