

Absences Illness and Personal Emergencies

Purpose

To outline the policy regarding illness and personal emergencies.

Illness / Leave while on other services:

The EM PA fellow 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 Summary for contact information.)

The PA Fellowship Coordinator (Christie Eck) and Program Director must be notified via text, voice message or email.

Illness / Leave while working in the ED:

- 1 The EM PA fellow will contact the PA Fellowship Coordinator and PA Staff Administrator (Paige Quist - 651-254-1809) to help arrange for the shift to be filled.
- 2 In addition, the EM PA fellow will send an e-mail notification to the Program Director and PA Fellowship Coordinator (Christine.E.Eck@healthpartners.com) within 24 hours to document the absence.
- 3 PA Fellowship 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 fellow that has been frequently ill may be expected to provide documentation from his/her medical provider upon returning to duties. Clearance by Regions' Employee Health Services may also be requested prior to returning to duties. PA fellows 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 fellows should be physically present in-house in case of an emergency unless special approval is obtained from the Program Director

Date Last Updated: September 21, 2022