

ED Scheduling Guidelines

Purpose

To outline the ED Scheduling Guidelines.

Background

The fellowship complies with ACGME clinical experience and education scheduling guidelines (formerly known as "duty hours"), and the scheduling guidelines as recommended by ARC-PA.

All fellows are scheduled for a minimum of 40-45 hours clinically per week, with additional non-conference and non-clinical duties to make up 45-50 hours.

Responsibilities

Physician Assistant Fellow – 1st 6 months

PA fellows will have 8.5 hour shifts in Pods Alpha and Echo. Shift times on Pods Alpha and Echo include 7:00 am to 3:30 pm, 3:00 pm to 11:30 pm, and 11:00 pm to 7:30 am. PA residents will be extra staffing and not included in PA staffing template. PA fellows will have no responsibility to fill ECIL (Emergency Call In List) shifts and will not be replaced if ill. Fellows will also be scheduled for conference on Thursdays from 7:30 am to 1:00 pm, following conference from 1:00 pm to 3:30 pm can be used to complete administrative, research, and educational tasks. PA fellows are scheduled for 45 hours/week averaged over 2 week cycles.

Physician Assistant Fellow – 2nd 6 months

PA fellows will have 8.5 hour shifts in Pods Alpha and Echo. Residents are a part of the PA staffing template. Shift times on Pods Alpha and Echo include 7:00 am to 3:30 pm and 3:00 pm to 11:30 pm. There are no overnights or Pod Charlie, Delta, Fox Trot or Gamma shifts. PA fellow ill calls will be covered by the PA Staff ECIL protocol. PA fellows will have no responsibility to fill ECIL shifts. PA fellow ill calls will be covered by PA Staff ECIL protocol. PA fellows have no responsibility to fill ECIL shifts. Fellows will also be scheduled for conference on Thursdays from 7:30 am to 1:00 pm, following conference from 1:00 pm to 3:30 pm can be used to complete administrative, research, and educational tasks. PA fellows are scheduled for 45 hours/week averaged over 2 week cycles.

Physician Assistant Fellow – 3rd 6 months

PA fellows may have 8.5 hour shifts in Pods Alpha, Charlie, and Echo. Shift times on Pods Alpha/Echo include 7:00 am to 3:30 pm and 3:00 pm to 11:30 pm. Shift times on Pod Charlie include 3:00 pm to 11:30 pm and 5:00 pm to 1:30 am. Fellows are a part of the PA staffing template. There are no overnights or Pod Delta, Fox Trot or Gamma shifts. PA fellow ill calls will be covered by PA Staff ECIL protocol. PA fellows have no responsibility to fill ECIL shifts. Fellows will also be scheduled for conference on Thursdays from 7:30 am to 1:00 pm, following conference from 1:00 pm to 3:30 pm can be used to complete administrative, research, and educational tasks. PA fellows are scheduled for 45 hours/week averaged over 2 week cycles.

Schedule changes and trades

The PA fellowship follows the Resident Review Committee-EM guidelines which require one 24-hour period off in every 7 days.

Physician Assistant Fellows-1st year may only switch with another Physician Assistant Residents 1st year. Physician Assistant Fellows-2nd year may only switch with another Physician Assistant Residents 2nd year. Physician Assistant Fellows-2nd year may switch with a Physician Assistant Staff Member, upon request, with the approval of the program director. However, this type of request is discouraged and is considered on a case-by-case circumstance.

Exceptions must be approved by the fellowship director or designee.

The program director will review all requests in a timely manner and notify the fellow of approval or disapproval. Fellows 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 fellow 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 fellowship coordinator will update the weekly schedule on EDNet.