Policies and Procedures

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
### Policies and Procedures

**Section:**  
Creighton University School of Medicine  

**Chapter:**  
Valleywise Health (Phoenix) Program  
Child Psychiatry Fellowship Training Program  

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- Conflicts regarding leave will be handled by giving priority to the earliest dated request form.
- All outpatient and night or weekend call time must be covered before leave is approved. The fellow who signs for outpatient coverage will be responsible for handling emergencies and/or treatment needs of the outpatients of the fellow who is on leave. Fellows are responsible for all on-call shifts as originally assigned unless they have submitted a call switch request in writing to the Program Director.
- Paid time off once approved cannot be changed without the consent of the Director of the Child Psychiatry Fellowship Training Program in conjunction with the rotation attending/service chief.
- Requests for paid time off submitted less than 60 calendar-days prior to the leave will not be approved except in extreme circumstances. There may be a 10-day grace period for extenuating circumstances. Do not purchase plane tickets, confirm plans with family/friends, pay conference fees or make any other type of commitment to your desired time off until after the leave dates have been approved. If you experience a delay in getting the required signatures, such as if attending or chief fellow is away, email your dates to the program coordinator and program director.
- Paid time off should not interfere with completion of the minimum of 75% of a rotation.
- No more than 2 weeks of time off can be taken within a 60-day period.
- Fellows may not take leave during the Inpatient portion of the Child Neurology rotation at Phoenix Children’s Hospital. If a fellow wishes to take leave during these dates, and he/she is scheduled for Neurology July 2019-February 2020, he/she may ask Dr. Kara Lewis, Training Director of Child Neurology, to switch the Inpatient and Outpatient portions of the rotation a minimum of 4 weeks in advance of the start date. If the fellow is scheduled for Neurology from March-June 2020, the fellow will not be able to switch outpatient and inpatient weeks as assigned.

**B. Educational Leave**

1. Will be used for attendance at outside conferences
2. May be used for licensure examination only for the day(s) the examination is held and the day before
3. Must be approved by the Director of the Child Psychiatry Fellowship Training Program
4. Education leave is held to the same restrictions as under III.A.3
5. Five days are currently allowed according to the program.

**C. Sick Leave**

1. Sick leave is used for illness, injury, or an illness or injury of self or an immediate family member. Sick leave is granted up to five days annually per post-graduate year according to the program.

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3. Sick leave may not be carried over from one year to the next and is not compensable at the termination of the residency program.

4. In certain instances, the fellow may be requested to bring written documentation of illness or injury from his/her treating physician to Occupational Health in order to be granted sick leave.

5. All major illnesses or serious injuries require a physician's release to return to work indicating that the fellow's health or the well-being of patients will not be risked by return to work.

6. When no sick leave days remain, vacation time (paid time off) will be used to cover the time a fellow is off duty because of illness or injury. If a fellow has used all sick time and paid time off, the fellow will be placed on a no-pay status and encouraged to apply for disability benefits when appropriate. When the fellow goes off the Valleywise payroll, the position may be officially vacated. The Director of the Child Psychiatric Fellowship Training Program will determine (in accord with Valleywise and Creighton policies and in concert with the Program’s needs) if and when to offer the position to a suitable replacement.

7.

D. Personal Leave
Fellows are granted 3 personal days (24 hours) according to the program. Time away from service (see II. a above) will be deducted from personal leave.

E. Miscellaneous Leave
1. There will be circumstances from time to time that warrant special leave such as obligatory military duty of short duration, some court appearances, and so on. Such leave, granted at the discretion of the Director of the Child Psychiatry Fellowship Training Program and the Chair of the Department, will not count against personal or sick leave.

2. There will be situations where a fellow might have to leave due to personal well-being, such as an unfortunate incident with the patient or his/her family, fatigue, sudden onset of illness, urgent personal matters that require time off from work. Such leave can be authorized by the attending on the service and approved by the Director of the Child Psychiatry Fellowship Training Program. Our faculty is trained to monitor residents for fatigue and well-being. Under such circumstances the attending on the service or designee and the fellow are expected to notify the Fellowship Program Coordinator and the Program Director.

3. Notice for time off for routine health appointments (well Care) should be given at least one month in advance. It is understood that notice time may be shorter for follow up care for an illness or health condition; the fellow’s personal physician may request that the fellow follow-up in days to weeks. Notice for time off for urgent appointments can be given the same day. Time off for any of these appointments can be deducted from sick leave, personal leave, or vacation, depending on how much time is remaining in each of those categories.

IV. Summary of Notification Requirements:
A. When a fellow is absent from their duties (whether due to vacation, illness, or an unexpected delay in their schedule), it is the fellow’s responsibility to notify ALL parties affected by their absence. This means the fellow must directly notify the:

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B. Fellowship Program Office (Program Coordinator)

C. The Attendings or their designees of any outside rotations (i.e., Devereux, SWHD, Phoenix Children’s Hospital, ChildHelp, Neurology, and any other elective rotations).

D. Valleywise Behavioral Child Outpatient Clinic
   1. In addition, a fellow has to make arrangements to cover any call, that they have been assigned.
   2. When fellows fail to responsibly follow through with notification as indicated above, it can have negative effect on patient care and relationships with outside agencies and institutions.

V. **Back up Coverage:**

A. Every rotation where an attending is on the service, the attending will be responsible for the backup, such as Phoenix Children’s Hospital Inpatient and Consultation/Liaison, Valleywise Health Adolescent Inpatient Unit, Valleywise Consultation/Liaison, Devereux, and Southwest Human Development. Neurology Residents will be the backup at the Phoenix Children’s Hospital Neurology.

B. At Valleywise Behavioral Child Outpatient Clinic and Mesa Family Health Center, the Program Coordinator will notify the clinic coordinator and the Chief fellow and or child fellow on call. The clinic coordinator will call and cancel the patients if the fellow cannot do so. The Child fellow on call or the chief fellow will provide back up. There is a backup Child Attending on Call at all times.

VI. **American Board of Psychiatry and Neurology:**

The fellows are responsible for contacting the program director and/or program coordinator to communicate all time off requests for review and approval. This is to ensure requested time off does not interfere with the required training curriculum or extend training past the expected progression or graduation date, which could delay qualifying to take the boards examinations.

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Shayne Tomisato, M.D., Director  
Child Psychiatry Fellowship Training Program

Carol Olson, M.D., Chair  
Department of Psychiatry

**REFERENCES**

ACGME

Creighton University Policy

**AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend or terminate this policy at any time.

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