

PURPOSE

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the types of leave available to the residents and fellows of Creighton University. The Creighton University Graduate Medical Education Leave Policy was developed to serve the best interests of the individual resident, the resident's colleagues and serve the mission of the School of Medicine.

SCOPE

This policy applies to all Creighton University Colon and Rectal Surgery Residents.

POLICY

The following leave is outlined below, along with a link to access Creighton University policy.

Residents are expected to perform their duties as outlined by ACGME and ABCRS requirements. As such, residents must meet all case requirements and be deemed safe to practice colon and rectal surgery independently in order to sit for Colon and Rectal Surgery Written and Oral Board Examinations. Colon and rectal surgery programs recognize the importance of education conferences and offers one mandatory conferences per year, including: national ASCRS.

Time away from the residency program for educational purposes, such as workshops or continuing medical education activities, or presenting scholarly activity are not counted in the general limitation on absences. However, educational time should not exceed 5 days annually. If educational time exceeds 5 days, it will be counted against vacation days.

Leave time granted by the Residency Program:

All vacation, educational days and interview days must be approved in writing with signature from program coordinator and director.

All changes to the Next Gen scheduling system must be approved in writing and changes will be made by the program coordinator.

No vacation during first month and last month of the academic year (August and July)

Vacation days: 20

Educational: 5 days
Interview Days: 10 days (proof of interview required)

The sum of all leave shall not exceed 20 business days during colorectal surgery fellowship year.

ADITIONAL POLICY SPECIFIC TO COLON AND RECTAL SURGERY INC.

TRAVEL POLICY

Travel expenses are provided through Colon & Rectal Surgery, Inc. utilizing the travel expense report guideline on the following page.

If a fellow has a paper accepted for presentation at an additional meeting, funds for the trip will be provided at the discretion of the Program Director.

All travel arrangements (hotel, airfare, course registration) must be made through the Program Coordinator: In the event a change in travel plans was requested by Colon and Rectal Surgery personnel, any additional fee will be paid for by Colon and Rectal Surgery, Inc. If the fellow initiates a change in travel plans, not requested by Colon and Rectal Surgery, the fees to change will be the responsibility of the fellow. A travel log will be provided in the itinerary (see sample attachment). All receipts need to be turned in within seven days upon return. Receipts and travel log are to be turned into Loretta Melichar (Program Coordinator). Colon and Rectal Surgery, Inc does not Pay for any alcoholic beverages.

The Division of Colon and Rectal Surgery may provide travel expenses for courses offered by suppliers/vendors, on a case-by-case basis.

TRAVEL EXPENSE REPORT GUIDELINES

I. Hotel receipts need to be split into the following categories:

A. Room Charges – include State, City, Local and Occupancy tax and any other room related charges.

B. Meals charges on the hotel bill

C. Valet/Parking for rented or owned vehicles incurred while staying at the hotel are reimbursable.
D. Rented movies charged on hotel bill cannot be reimbursed.

II. You must provide receipts for any meals for which you request reimbursement.

III. Taxi, cab, bus and train fare is reimbursable. Please provide all receipts.

IV. Mileage is reimbursable at the IRS allowable rate. Each way is calculated separately.

V. Place all receipts inside the completed Travel Expense Report and return to Loretta Melichar. This will be logged and then given to the office manager for reimbursement.

https://medschool.creighton.edu/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies

REFERENCES

ABCRS POLICY ON LEAVE

- The ABCRS requires a minimum of 48 weeks of full-time clinical activity in a program accredited by the ACGME’s Review Committee on Colon and Rectal Surgery (RC-CRS) during the 1-year residency. The remaining four weeks of the year are considered non-clinical time that may be used for any purpose, such as vacation, conferences, interviews, illness, etc.
- The ABCRS policy supersedes local hospital policy, which may allow additional time away.
- Extended illness, maternity or paternity leave or other exceptions will be reviewed on a case-by-case basis. Exceptions should be submitted to the ABCRS and will be reviewed by Standards and Credentials Committee.

Creighton University Policy
House Staff Agreement Contract

AMENDMENTS OR TERMINATION OF THIS POLICY
Creighton University reserves the right to modify, amend or terminate this policy at any time.

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.