

## Postgraduate Learner Leave Guidelines During ICU Rotations and Training Experiences

### Definitions

<b>Postgraduate Learner</b>	An individual registered in a postgraduate training program at Memorial University of Newfoundland (Memorial).
<b>Leave</b>	A type of leave of absence from regular day time duty hours where Postgraduate Learners are exempted from all clinical and academic activities related to their postgraduate training program.

### Overview

It is recognized that postgraduate learners may require time away from service for personal and/or professional reasons to establish and preserve a sense of well-being. This document provides leave request guidelines for postgraduate learners who are completing rotations/training experiences in the Intensive Care Unit (ICU) at the Health Sciences Centre (HSC). This document does not cover urgent/emergent leave.

### Purpose

To guide the appropriate and equitable management of leave requests within the ICU to ensure:

- clinical duties are covered;
- undue responsibilities are not placed on other postgraduate learners;
- appropriate communication is facilitated within the ICU team and with other postgraduate training programs.

### Scope

Postgraduate learners completing rotations/training experiences in the ICU at the HSC and the administrative offices managing postgraduate learner leave.

This guideline does not apply to postgraduate learners assigned to the St. Clare's Mercy Hospital to complete their ICU rotation/training experience or postgraduate learners completing an ICU elective at either the HSC or St. Clare's Mercy Hospital.

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### Guidelines

#### 1.0 General Provisions

- 1.1 Postgraduate learners completing rotations/training experiences in the ICU in the HSC are eligible for leave.
- 1.2 Leave is granted as per the Professional Association of Residents of Newfoundland and Labrador's (PARNL) Collective Agreement, the [Postgraduate Medical Education \(PGME\) Leave Management Policy](#) and any specific postgraduate training program policies.

#### 2.0 ICU Leave Requirements

- 2.1 All leave requests must be approved by both the postgraduate learner's Program Director and the Educational Director, Critical Care.
  - 2.1.1 A minimum of four (4) postgraduate learners completing their initial core ICU rotation must be available to cover the HSC - ICU call schedule for leave requests to be considered.
- 2.2 The deadline for submitting leave requests is a minimum of two (2) blocks prior to the beginning of the ICU rotation/training experience to allow for the coordination of multiple residency training program schedules.
  - 2.2.1 Given the impact on service coverage, any anticipated absences/exemptions from the duty roster should be brought to the attention of the Educational Director, Critical Care as soon as possible.
- 2.3 It is the postgraduate learner's responsibility to complete the Leave Request Form in full, obtaining all necessary signatures, including the Educational Director, Critical Care, followed by the postgraduate learner's Program Director.
- 2.4 Due to various orientation processes and academic scheduling, leave requests may not be granted during the first week for postgraduate learners completing their first core ICU rotation.

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- 2.5 Postgraduate learners should not assume to have the weekend off at both the beginning and end of a leave request. Only one (1) weekend will be guaranteed to balance call responsibilities amongst other postgraduate learners on the team.
- 2.6 Additional leave will not be granted during the Christmas-New Year block beyond the negotiated division of duty over the Christmas break.
- 2.7 If a leave request cannot be accommodated, the postgraduate learner must be notified, in writing, by the Educational Director, Critical Care, in a timely fashion as to why the request cannot be granted. Alternative dates will be discussed with the postgraduate learner.
- 2.8 As outlined in Section 2.0 of the PGME Leave Management Policy, a rotation/training experience is considered incomplete if a postgraduate learner is away from service due to any combination of leaves for more than one-third of the expected time commitment for that rotation/training experience.
  - 2.8.1 Postgraduate learners will be required to repeat the impacted block of the rotation/training experience in full. Extra weekend coverage or St. Clare's Mercy Hospital coverage will not be considered as appropriate substitutions for time missed. This will be applicable to time-based and competency-based postgraduate learners.