1. **Introduction**

1.1 This policy statement is intended to clearly define all aspects of shift scheduling for Emergency Medicine residents working in the emergency department. This document shall apply to all Royal College Emergency Medicine Residents and shall be implemented by the site directors of St. Boniface General Hospital and Health Sciences Centre and any community sites as applicable.

1.2 This policy statement is intended to supplement and not replace the current collective agreement of the PARIM contract. Should the PARIM contract at any time be revised, this policy will need to be reviewed to remain current with the contract.

2. **Definitions**

2.1 The term “scheduler” refers to the physician or individual with the responsibility of scheduling residents for shift work. This may be the site director or designate.

2.2 Whenever the term “resident” is used, it means all Royal College Emergency Medicine Residents at the University of Manitoba.

2.3 The duration of the shifts will be the same as that of the preceptor. This recognizes the importance of sign over which is an integral part of all emergency medicine training and cannot be experienced fully when the resident arrives and leaves at different times from the attending staff.

3. **Scheduling of Emergency Medicine Rotations During the Academic Year**

3.1 Residents will request when they wish to do their emergency medicine rotations in the spring of the year prior to the academic year of interest. Emergency Medicine residents shall have first priority for rotation selection; scheduling of off-service residents should follow where placements are available.
4. **Maximum Number of Shifts for PGY1-4 Residents**

4.1 During a four-week rotation, residents shall be scheduled for no more than 18 shifts for PGY-1 residents and 16 shifts for PGY 2-4 residents. Emergency Medicine residents in PGY 1-4 shall be scheduled by site directors. Residents will be expected to complete an equitable number of shifts scheduled throughout the day, evening, nights and weekends.

4.2 If the resident is combining shift work and planned vacation in the same rotation, PGY 2-4 residents shall be scheduled for no more than four shifts per week of emergency medicine training in that rotation; PGY-1 residents shall be scheduled for no more than nine shifts in two weeks or 13 shifts in three weeks. All vacation blocks are two weeks. The minimum number of shifts can be increased on a case by case basis for residents who are having difficulty, at the discretion of the Program Director.

5. **Maximum Number of Shifts for PGY-5 Residents**

5.1 PGY-5 residents will self-schedule. The requested shifts must allow recovery from shift work and are not to be “bunched” to accommodate travel, moonlighting or other non-residency program endeavours. They must submit their schedule to the site directors no later than eight weeks prior to the start of the rotation. Shift requests made by PGY-5 residents should be given preference over other residents whenever possible. However such requests must be reasonable and recognize the need to equitably schedule all learners on the rotation to ensure both patient care and education opportunities.

5.2 PGY-5 residents shall work a maximum of 12 shifts per rotation, including three night shifts. If the PGY-5 resident is combining shift work and planned vacation in the same rotation, the resident shall be scheduled for no more than three shifts per week of emergency medicine training in that rotation. The minimum number of shifts can be increased on a case by case basis for residents who are having difficulty, at the discretion of the Program Director.

5.3 In order to accommodate the maximum amount of time to prepare for the Royal College Exam, PGY-5 residents are not required to work night shifts after Period 7 until the exam is complete, and the number of shifts per rotation are reduced to 8 for the period after Period 7 until the completion of the oral exam. After the exam the total number of shifts return to the normal R5 complement. (as per the R5 Policy).

6. **Notification of Schedule**

6.1 Each site director is asked to ensure that all residents receive a final copy of their rotation schedule no later than four weeks prior to the start of their rotation. A copy of this schedule shall be emailed to them.
7. **Requests for Scheduling Made by Residents**

7.1 Schedule requests by residents must be made to the site director or designate no later than five weeks in advance of the first day of the rotation. Once a request is received, the site director or designate should acknowledge it by email (i.e. request received and will be considered). Any requests made after that will be reviewed on a case-by-case basis.

7.2 Residents may make one High Priority Request per period.
   7.2.1 Within reason these requests will be met assuming they are submitted by the request deadline.

7.3 Additional requests will be considered but are not guaranteed.
   7.3.1 Requests will be considered based on the following:
      7.3.1.1 Major life events.
      7.3.1.2 Academic Commitments, e.g., presenting at academic day and not wanting to be post-nights, mandatory courses, one-day conferences.
      7.3.1.3 Seniority.
      7.3.1.4 Teaching commitments including but not limited to University-sanctioned sessions such as UGME EM sessions, Provincial EM conferences (EMPAC), PGME sessions.
   7.3.2 If a resident has more than one request for time off during a rotation they will prioritize these requests along with their desire to have 2 weekends off.
   7.3.3 The site scheduler will make reasonable attempts to contact the resident regarding scheduling of multiple requests but if a response is not received within 3 days of the scheduler’s emails being sent, the schedule will be finalized.
   7.3.4 As requests cannot be guaranteed, the resident must confirm the schedule before any plans including travel are made.
   7.3.5 Requests to facilitate moonlighting are not considered reasonable and will not be granted.
   7.3.6 All requests are subject to the approval of the site directors.
   7.3.7 Once the schedule is published, requests to change a shift are subject to approval by the site director.

7.4 Residents may not request to “stack” shifts to increase vacation or conference leave time.

7.5 Residents may not request more than 72 consecutive hours off in a single block.
   7.5.1 Exceptions may be made at the discretion of the Program Director to accommodate academic activities such as niche requirements or for exceptional circumstances.
7.6 PGY1-4 Residents may not request to work with specific preceptors. PGY-5s may do so as they self schedule although this cannot be guaranteed due to attending schedule changes.

7.7 Academic Day is protected time and not included/counted as a high priority request.
   7.7.1 Residents may be scheduled to work following academic day or the evening prior.
   7.7.2 72-hour blocks off should not include the resident’s academic day protected time unless agreed upon by the resident and the site scheduler in advance.

8. **Scheduling of Residents During a Rotation**

8.1 Schedulers should make an attempt to schedule residents in a pattern that closely emulates the cascade shift work pattern of attending physicians.

8.2 The rotation and number of shifts that residents are required to work takes into account the time off for statutory holidays called for in the PARIM contract and residents will not take additional days off for them.

8.3 Residents should not be scheduled on the overnight the day before their vacation or conference leave is to start or overnight prior to academic days.

8.4 Whenever possible, the resident will not be scheduled for more than 2 weekends during a rotation (inclusive of end of the day shift on the Friday to the start of the day shift on the Monday).
   8.4.1 If three weekends are required in order to accommodate shift requests submitted by the resident, the resident should indicate this is acceptable along with the request (as per 7.3.2).
   8.4.2 If three weekends are required in order to accommodate shift requests made by the resident the scheduler shall endeavour to confirm this with the resident in a timely manner prior to the schedule being confirmed (as per 7.3.3).

9. **Scheduling During Christmas and New Year’s Holidays**

9.1 Residents working during the Christmas and New Year’s holidays shall be granted five consecutive days off. In accordance with Section 9.02 of the PARIM contract, where the five days account for three stat days plus two regular days off, PGY-1 residents shall be scheduled for no more than 15 shifts, PGY 2-4 no more than 13 shifts and PGY5 no more than 9 shifts.
   9.1.1 PGY-5 residents on shift reduction for exam purposes will have no further shift reduction over the holiday period.
   9.1.2 As per section 8.3 residents should not be scheduled for an overnight prior to the start of their Christmas or New Year’s Holiday block.
9.2 Requests made by residents during the holiday season should be reasonable and are subject to the approval of the site scheduler. Residents will be granted either Christmas or New Year’s off, but not both.

9.3 Residents who plan to rotate in the emergency department during Christmas and New Year’s shall submit requests to the site scheduler no later than ten weeks in advance of the rotation. This will allow an early distribution of the holiday schedule to permit residents who need to travel to make appropriate bookings.

9.4 If a resident wants to take an extended period of time off over the Christmas period, they should use vacation time to do so. The vacation should be either in the beginning or end of the rotation (as per section 10).

9.4.1 When a resident takes vacation time instead of the five days authorized, they are to take their three days off in another future emergency rotation of their choice during the same academic year (if approved by the WRHA and at a time mutually convenient to the resident and the WRHA).

9.4.1.1 The options for this include:
   a) Taking an alternate block of 5 days (3 stat days plus two travel days), resulting in a reduction of 3 shifts in that rotation.
   b) Taking 3 individual days off in 3 individual Emergency Medicine rotations, resulting in a reduction of 1 shift per rotation.

9.4.1.2 Owed stat days may not be taken in a block where the resident has 2 weeks of vacation scheduled.

10. **Vacation**

10.1 Residents are entitled to 4 weeks of vacation as per the current PARIM contract.

10.2 Residents must take vacation as either four consecutive weeks OR in two-week blocks as either the first or last two weeks of a given block.

10.2.1 If taking four weeks over two rotations (i.e., the last two weeks of one rotation and the first two weeks of the second rotation), the two rotations must be at the same site to allow for balancing of rotations between the two main sites.

10.2.2 Each “half” will be reviewed and approved individually as part of each separate rotation.

10.2.3 Shifts may not be “bunched” to try to extend vacation time.

10.2.4 Exceptions may be made at the discretion of the Program Director.

10.3 Approval of vacation requests will be based on:
   1. Major Life Events.
   2. Seniority.
10.4 Should a conflict arise between two residents of equal seniority, the residents will be required to negotiate a solution between themselves. The Program Director will be the final arbiter for any conflicts that arise.

11. **Academic Conferences**

11.1 Residents are entitled to 5 consecutive days of conference leave once per academic year as per the current PARIM contract.

11.1.1 For residents on an emergency rotation, this is accommodated by a reduction of 3 shifts on the rotation during which the conference is attended. Thus working a maximum of 15 shifts for PGY-1, 13 shifts for PGY-2-4 and 9 shifts for PGY-5.

11.1.2 If a resident chooses to take 2 weeks of vacation and attend a conference during the same 4 week rotation, they will be entitled to a reduction of only 1 shift.

11.1.3 Time off will not be extended if vacation and conference leave overlap.

11.1.4 If a resident plans to attend a conference during an emergency medicine rotation, he/she shall inform the site scheduler and Program Director no later than eight weeks prior to the start of that rotation.

11.2 If a resident plans to attend a conference on a non Emergency Medicine rotation, the rotation supervisor of the off service rotation has the final say with respect to accommodation of the request to attend the academic conference.

11.3 While every effort will be made to accommodate resident requests for scheduling rotations so they can attend an academic conference (i.e. scheduling them on an Emergency Medicine rotation), this may not always be possible due to the need to ensure both patient care and education on the clinical rotation.

11.4 Additional time off for conferences is on the resident’s own time or at the discretion of the Program Director.

11.5 At any one given time no more than half of the resident cohort will be scheduled on core adult emergency rotations and granted conference leave at one time.

11.6 Approval of conference leave will be based on:

1. Presenting at the conference.
2. Seniority.
3. Previous attendance at conferences.

11.3 If the Emergency Medicine resident wishes to attend a longer conference or more than one conference per academic year (for reasons such as presenting a paper, etc.), this shall be reviewed on a case-by-case basis by the Program Director.
12. **Attendance at Academic Sessions**

12.1 The academic program at the University of Manitoba is an integral part of the residency training and is compulsory for all residents. This includes academic full-day, grand rounds, trauma rounds, practice exams, University of Manitoba Emergency Medicine Prairie Annual Conference, journal clubs and other formal academic sessions as advised by the Program Director.

12.2 Unless the resident is post night shift or post call, away on elective or on vacation, attendance at the academic day and other academic activities is mandatory. All residents will be excused from their clinical duties to attend. Each resident will be expected to have read the appropriate chapters and be able to participate in a case-based discussion.

12.3 When submitting requests for time off five weeks before each rotation, the resident should advise the site scheduler of all academic events that the resident is planning to attend during that rotation.

12.4 If the resident wishes to be excused from shift work for other academic endeavors, he/she shall discuss this with the site scheduler and Program Director well in advance of the event.

13. **Illness or Other Emergencies**

13.1 Whenever a resident cannot report for a shift on time, they should call their supervisor for that shift as soon as possible to inform them of the circumstances. It is expected that, in the majority of cases, this will be done prior to the start of the shift.

13.2 If the resident is ill and cannot work the shift he should inform the supervisor as soon as possible. Sick days are granted as per the PARIM contract. Rescheduling of “make up” shifts are at the discretion of the Program Director and may be required if the number of missed shifts constitute an “incomplete” rotation.

14. **Review of Policy**

14.1 This policy is subject to annual review by the Residency Program Committee.