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QIM OFF-SERVICE RESIDENT GUIDE

Queen's University Internal
Medicine Program

Admin: improg@queensu.ca
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Welcome from the Chiefs

Welcome to the Internal Medicine Program!

Our goal is to provide residents with fundamental experience in general medicine and/or subspecialty in patient services that will aid you in managing your patients.

Here are a couple of things that you may find helpful prior to starting your rotation. Please explore our [website](#). You will find teaching rounds, call schedules, stipend form, vacation forms and important numbers there.

Here the link to the [Internal Medicine Handbook](#) (Survival Guide).

Please refer to the First Day section below to find out where to report on your first day of the block.

Please refer to the *Time Off* (Vacation/call/sick leave) section below for details surrounding these areas.

We hope that you find your experience while on internal medicine educational. If you require any further assistance during your rotation, please contact the chiefs at queensimcr@gmail.com.

All the best on your rotation!

Sarah Ryan, Justin Boyle, Julia Milden, Ryan Peters

Queen's Chief Residents 2022-2023

Your First Day

If you're not sure where to report on your first day below is the contact information for whom to ask. In general, for subspecialty rotations, you will receive a schedule and learning objectives 1-2 weeks prior to your rotation, and they will often tell you where to report. Below are locations most teams will meet on the first day, but sometimes these changes. If you arrive and don't know where to meet contact the respective admin or ask KHSC switchboard to page the subspecialty fellow.

Service	Contact	Extension & Email	Where to Report
Allergy & Dermatology	Amy Smith & Rachel Lacelle	613-544-3400 ext. 3328 Amy.Smith@kingstonhsc.ca (613) 544-3400 ext.3415 Rachel.Lacelle@kingstonhsc.ca	You will receive an introductory email a few days prior to the start of your rotation
CTU	Chief Medical Residents	queensimcr@queensu.ca	Feel free to meet with the chief resident at 7:30 am at Connell 9 Nursing station if you have any questions prior to starting your rotation. Page the chief in charge or email us if no one is there to meet you. Otherwise, you can report to your team room at 8 AM to meet your senior resident (CTU A+B on Connell 10 and CTU C+D on Connell 9).
CARDIOLOGY CONSULTS	Hayley Stitt	(613) 549-6666 ext.6579 hb65@queensu.ca	Orientation session: On the first Tuesday of the rotation, all residents should present to Kidd 3AB conference room at 07:00 for orientation. Consult residents should present to (Kidd 3 AB conference room at 08:00)

CARDIOLOGY WARDS	Hayley Stitt	(613) 549-6666 ext.6579 hb65@queensu.ca	Orientation session: On the first Tuesday of the rotation, all residents should present to Kidd 3AB conference room at 07:00 for orientation. Ward residents should present to (Kidd 3 AB conference room at 07:45)
CARDIOLOGY CSU	Hayley Stitt	(613) 549-6666 ext.6579 hb65@queensu.ca	Orientation session: On the first Tuesday of the rotation, all residents should present to Kidd 3AB conference room at 07:00 for orientation. CSU residents should present to (Kidd 3AB conference room at 07:30)
CRITICAL CARE MEDICINE	Lara McKinlay	criticalcaremedicine@queensu.ca	Report to the Davies 2 Conference Room (22.2.350) to meet Jason Erb at 7:45 a.m. for junior resident orientation or contact Lara for more information.
EMERGENCY MEDICINE	Mary Lee	mary.lee@kingstonhsc.ca	You will receive an introductory email a few days prior to the start of your rotation
ENDOCRINOLOGY	Hayley Stitt	endocrinology@queensu.ca	You will be sent a resident orientation manual a week before your rotation, please review it. You will also be sent a Zoom link for an orientation meeting with the PD or Senior resident schedule at 8:20am. You will then attend a clinic, which will be noted in your Block schedule provided by the PA.
GASTROENTEROLOGY	Michelle Wolfreys	(613) 549-6666 ext. 4320 Michelle.Wolfreys@kingstonhsc.ca	KGH Douglas 1, Endoscopy Unit, or page GI fellow on service via KGH Switchboard. Clinics are at HDH, go to Johnson 4 or contact Brenda DeLonghi

GERIATRICS	Andrea Semple	(613) 544-4900 ext. 53331 geriatricmed@providencecare.ca	Providence Care Hospital (PCH), 752 King Street West at 8:15am. You will receive an email about your orientation
HEMATOLOGY WARDS/CONSULT	Michelle Svajina	(613) 533-6329 hemeprog@queensu.ca	You will receive an introductory email a few days prior to the start of your rotation. Meet on Kidd 9 (Heme side) at 8:30 on first day of the rotation. Otherwise, page senior resident on service via switchboard
INFECTIOUS DISEASES	Dori Silver	613-533-6619 ds95@queensu.ca	Contact info forwarded prior. If not received, contact Dori. Otherwise, contact senior resident. Start 8:30am
MEDICAL ONCOLOGY CLINICS	Mallory Walker	(613) 544-2631 ext 6647 OncEdCoord@kingstonhsc.ca	Instructions as per the introductory email
NEPHROLOGY	Jessica Newton	(613) 549-6666 ext. 4320 mckinlal@queensu.ca	KGH Renal Unit Burr 3 Renal Unit Conference Room (21.3.035) at 8:30 a.m. on first day
NEUROLOGY	Michelle Wolfreys	(613) 549-6666 ext. 4320 neuroprog@queensu.ca	KGH Kidd 7 Nursing Station at 8:00 am
PALLIATIVE CARE	Ruili Fang	(613)549-6666 ext.3223 Ruili.Fang@kingstonhsc.ca	Report to 34 Barrie Street at 8:00 am
RESPIROLOGY	Hayley Stitt	respirology@queensu.ca	An orientation package will be circulated before the start of your rotation, please review it. You will meet on the first day with the fellow on the service, typically at 08:30 in Kidd4AB. Please contact the on-call Respiriology fellow to confirm meeting location the morning of the first day.

RHEUMATOLOGY	Holly Shea	613-533-2971 sheah@queensu.ca	Program Administrator will contact incoming residents with orientation day schedule
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Hospitals

Kingston General Hospital 76 Stuart St. Kingston, ON, K7L 3N6 Phone: (613) 549-6666	www.kgh.on.ca
Hotel Dieu Hospital 166 Brock St. Kingston, ON, K7L 5G2 Phone: (613) 544-3400	www.hoteldieu.com
Providence Care 752 King St. West Kingston, ON, K7L 4X3 Phone: (613) 544-4900	www.providencecare.ca

Forms and Schedules

All of our schedules can be [found on the website](#). The call schedules are hosted through Elentra and will be emailed out in advance of the block. If you have difficulty accessing schedules, please email the program office.

Any forms that will be of use for you as an off-service resident on a medicine rotation can be found on the [PGME site](#). If you can't locate what you are looking for, please reach out to one of the Chiefs.

Policies & Objectives

Rotation Objectives

All of our rotation objectives are listed on our website:

<https://deptmed.queensu.ca/academics/core-internal-medicine-residency-program/current-residents/rotation-objectives-policies>

Policies

For simplicity we have listed the policies that will most apply to your rotation experience. A full list of policies can be found on [Elentra](#).

Call Responsibilities	Date
PGY1 Call Responsibilities	September, 2020
Resident Role Descriptions	May, 2017
Attending Role Descriptions	April, 2017
CTU Rules	
CTU Admission Rules	May, 2017
MSSU Admissions Guidelines	March, 2017

Time Off Requests and Call

How to Submit & Allowances

Time off requests are submitted through Google Forms, which will be made available to you through email.

Please note that the rules outlined here apply to all residents rotating on Internal Medicine. In accordance with the PARO –CAHO agreement, *“Requests for vacation shall be submitted in writing to the department head at least four (4) weeks before the proposed commencement of the vacation.”* It is recommended that all requests be submitted before the 1st day of the block prior to the block with the request (i.e. a leave request for vacation in block 5 is due the day before block 4 begins). This ensures that the call schedule can be made on time.

We make every effort to accommodate everyone’s time off request that falls within this, however, residents are wise to plan early to assure they get the vacation that they wish and that they fulfill the requirements of the training program in Internal Medicine. Please remember that one-week vacation requests do not guarantee so-called “bookend” weekends.

Vacation time cannot be taken until approval of the Internal Medicine Program Office has been obtained. Vacation requests may be refused if professional and/or patient care responsibilities would be compromised.

NOTE: Taking time-off which has not been approved, will be considered a BREACH OF PROFESSIONAL CONDUCT. Residents taking unapproved time-off may be subject to disciplinary action.

Residents are entitled to:

- 20 working days and 8 weekend days of vacation to be taken in segments of at least one (1) week
- 7 professional leave days
- 1 floating lieu day (see #1 below)
- Lieu days earned from working a statutory holiday (see #1 below)

- 5 days off either at Christmas or New Year (Please refer to Important Dates for assigned dates) (see #2 below)

As of April 2017, residents are now entitled to taking vacation in less-than-one-week segments. We encourage you to be considerate of your colleagues and refrain from making an excessive number of fragmented requests, as this limits your fellow residents' ability to take a full week of vacation.

Your home program keeps track of all of your days off.

Lieu Days

You are entitled to a lieu day if you worked a statutory holiday. Christmas and New Year's lieu days are already included in the five days you get off at that time. Lieu days must be taken within 90 days of the holiday worked. There is no guarantee you can take the lieu day in the same rotation in which you earned it. The arrangements for a lieu day are done the same as a vacation request (i.e. you should plan in advance). Please note that lieu days are the only days that can be carried over into the next academic period, subject to the 90-day expiry period.

Lieu day requests relating to a period where the call schedule has already been released require written approval from your attending to the Program Office.

Vacation during the Holiday Period

Residents are entitled to five (5) consecutive days off during this time period (block 7) and will be asked to choose from a period encompassing either Christmas or New Year. Alternatively, for religious reasons, residents may choose to take their five (5) consecutive days off during a different time, according to their religious observance. In this situation, residents would be required to be on service during both of the two above mentioned holiday periods.

Note that the two (2) days before Christmas and the day between the Christmas and New Year's vacation periods are **"handover" days** and are **not available for time off**.

Note: Please be advised that when considering time-off requests Cardiology considers all residents on their service together, combining wards, CSU and consults rotation, in order to avoid compromising patient care responsibilities.

Priority for Vacation Requests

Generally, vacation requests are approved on a first-come, first-served basis. However, there are a few considerations and exceptions:

1. Priority will be given to PGY3 residents in block 9 and 13 for their RC exam.
2. For the last week of June priority for time off will be given to PGY3 residents leaving the program for fellowships elsewhere. Consequently, no requests will be processed for this time until after the R4 Medicine Subspecialty match.
3. Housestaff sitting certification for North American examinations may request time to attend the examination over and above the four (4) weeks.
4. **Vacation/Leave request on CTU:** The following guidelines will provide a means to foster a balance between education, patient care, and resident well being:
 - The Internal Medicine R2 and R3 on a CTU team may not be away at the same time.
 - No more than one R1 per CTU team may take vacation at the same time
 - Senior resident and R1 may not be away at the same time

Vacation and Educational Objectives

The Assessment, Promotion, and Appeals Policy posted on the [Postgraduate Medical Education Office's website](#), includes section 8.0 that states that: *"In order to meet pedagogical requirements, a resident should not miss more than 1/4 of a rotation or horizontal learning experience due to illness, leave, holidays etc."*

In light of this policy, residents are asked to submit vacation requests that comprise the last week of one block and the first week of the next in order to accommodate

requests for 2-weeks of vacation. This will also ensure that educational and patient care needs are met. Remember, planning early will also provide you with a higher chance of receiving approval for the time period requested.

Residents who wish to request vacation/leave outside of these guidelines are encouraged to speak to the Program Director as early as possible to review options for accommodating the request.

Switching Call

If you have to make a call change with another resident, you need to obtain written approval from your respective teams and you must email the Chief Residents (queensimcr@gmail.com) and Geneviève Bureau (improg@queensu.ca) with your proposed changes for final approval. Switches on CTU (especially involving primary and secondary take) should be between residents on the same team.

Once your change is approved, Geneviève and/or the Chiefs will update the schedule accordingly and inform Switchboard.

Availability:

Once you get your call schedule, we recommend that you inform your service as soon as possible of the days you will be away.

When you are on an offsite rotation and you are scheduled for call on your last day of your rotation, please ensure to let your upcoming rotation know in advance that you are not available on the first day.

Calling in Sick

If you are sick and unable to come into work, you *must inform ALL of the following people immediately:*

1. Your attending physician and the senior medical resident / fellow on your team
2. The Chief residents (queensimcr@gmail.com)
3. Geneviève Bureau (improg@queensu.ca)

If you are *ON CALL that night*, or if you anticipate being unable to complete a future call shift due to illness, *you are expected to make every attempt to arrange to a call switch* with another resident. Once you have found a resident to cover your call shift, notify your team, one of the Chief Residents and Claudia Trost, who will update switchboard and the relevant wards.

If you do not hear back from one of the Chief residents regarding your absence and/or call shift, it is possible that we have not seen or received your email as we are on service as well and do not check emails frequently throughout the day. In this situation, please *page the chief-in-charge* for that week (our pager numbers are emailed out with the call schedule).

You need to let the Chief residents and Claudia Trost know when you return to work.

Please see the [Emergency Leave Policy](#) regarding Emergency Absence.

Time Off Cancellation

Cancellations of time off that has already been approved will be accepted until 4 weeks before the start of the rotation. **Time off that is cancelled after this time will not be credited back** unless there are extenuating circumstances.