

June 2009

Program Policy for Emergency Absence

1. Emergency absence is defined as a situation whereby a resident (or clerk) is unable to perform their clinical duties due to an unforeseen event (e.g. illness, accident, family emergency etc).
2. Resident needs to contact the following people immediately to inform them of their absence:
 - a. Internal Medicine Program Office (613-533-2623), AND/OR one of the Chief Medical Residents
 - b. Attending Physician on their team
 - c. Notify your home program office if it is not internal medicine
3. Information required:
 - a. Expected duration of absence
 - b. If call coverage is needed
4. If call coverage required resident responsibilities are as follows:
 - a. Resident should immediately try and trade calls with another resident who has appropriate training for necessary duties.
 - b. If the resident is unable to find emergency coverage then the Chief Medical Resident MUST be informed & will help arrange coverage & appropriate 'payback' of call if deemed necessary.
5. All changes in the call schedule must be communicated to the Chief Residents, Medicine Program Office and KGH Switchboard