

VCUHS Child Neurology Housestaff Leave Policy

The Department of Neurology follows the Virginia Commonwealth University Health System (VCUHS) policy on housestaff leave. Further specifics are documented below:

Additional education/conference leave: All residents who are in good standing with the department have the ability to attend additional educational conferences and national meetings. This time away from the department will be counted as part of the resident's Neurology training. Prior approval from the program director is required.

The Neurology Department additionally exercises an unexpected absence policy with further specifics documented below.

VCUHS DEPARTMENT OF NEUROLOGY RESIDENCY UNEXPECTED ABSENCE POLICY

Because our program has a streamlined crew of residents, each one of you is critically important to the smooth operation of our clinics and inpatient care. We want you to have optimal learning experiences including intensive study periods such as electives. We also want you to be able to enjoy your time off.

In order to maintain this standard, we ask that unexpected absences be kept to a bare minimum- occurring only when absolutely unavoidable. It is best to be proactive: Eat well-avoid over- processed and sugary foods. Get adequate sleep whenever possible-avoid coming to work already exhausted. -Drink lots of water-avoid excess caffeine use. Take your vitamins. Wash your hands. i.e. - try not to get sick.

In the event that you do become ill or have to care for a sick family member, or have another unavoidable event requiring your absence, it is vital that you make a reasonable effort to procure coverage for yourself. The chief residents are available to help you find coverage only when you have exhausted the options available.

Whenever possible, a junior resident should cover another junior resident, and a senior resident a senior. The following hierarchy for being pulled is as follows:

For junior residents (JAR's):

1. EEG
2. Neuro-radiology
3. AR/SAR on elective

For senior residents (AR's and SAR's):

1. EEG

2. Extra consult resident
3. AR/SAR on elective
4. AR/SAR on the wards (especially in the afternoon)
5. ACC resident if she/he can be spared

Once you have procured coverage for yourself you are asked to:

1. Call and inform the chief resident.
2. Call and inform the attending physician with whom you are working.
3. Call Ms. Gay Cheeley at the V A if you are on a VA rotation (675-5127)- she is usually there between 7:00 and 7:30 a.m.)
4. Call and inform Andrea Perseghin (828-9940).

Please note that if you are asked to cover for an absent resident, it is your responsibility to cooperate. Also, be prepared, whenever possible, to pay back a resident who has covered your unexpected absence.

Also note that any absence not due to illness or scheduled vacation **must be approved by the program director ahead of time**. This includes meetings, interviews, family occasions, etc.

David Leszczyszyn, M.D., Ph.D.
Director, Child Neurology Residency Program

Date