

Department of Family Medicine

Policy Name:	Changes to resident rotation schedules
Approved By:	Resident Program Committee (RPC)
Date Last reviewed:	December 2022
Contact Department:	P/G Program Manager dfmpgmanager@uottawa.ca

Purpose:

The purpose of this policy is to provide residents with a mechanism to apply for consideration of rotation scheduling changes.

Policy:

Residents may request scheduling changes while recognizing the hospital and its departments are an essential service and have a professional responsibility for patient care, patient safety, quality of care, and access to care.

The process to create a master schedule involves working within numerous constraints and requirements from services, clinical space, community preceptors, as well as managing resident educational requests, as well as accommodations. Due to the above, and the subsequent significant impact a requested change can have, the master schedule is considered final once released by the unit coordinators.

In the case a resident finds a direct switch with another resident, and it is agreed upon by both individuals, then the coordinator and unit Program Director will review the request.

In the case there is a rotation switch that only involves the residents' elective, rural or family medicine rotation, the appropriate director, preceptor, and unit coordinator will review the request.

All requests mentioned above must be submitted to the unit coordinator at least 3 blocks prior to the affected service date. All other service rotation change requests will be denied.

Any request for a schedule change affects other services and is therefore also dependent on approval from any other services.

Applicability: This policy applies to all residents in the Department of Family Medicine Residency Program.

Note: This policy is separate from the rotation change policy at the Postgraduate Medical Education Office

Review on as needed basis