
Policy: Schedule Guidelines

The University of Michigan Peds ED fellow work schedule is expected 2 months in advance of the start date. Assignments should be made for a two month template. The senior fellow responsible for completing the schedule should utilize the master template available in the shared file:

S:\Public\PEM Educational Database\Fellow Scheduling\Templates

The final work schedule should be submitted to Dawn Ambs (PEM Fellowship Program Coordinator) following the submission deadline noted below.

<u>Academic Year</u>	<u>Standing Due Date</u>
July & August	May 1 st
September & October	July 1 st
November & December	September 1 st
January & February	November 1 st
March & April	January 1 st
May & June	March 1 st

Fellow shift numbers are written into each block of their calendar. The block schedule is available in the shared file:

S:\Public\PEM Educational Database\Schedules\PEM Fellowship Program

Fellows on “integrated research” tracks have specifically defined numbers of shifts per month assigned to complete (and may vary month to month). Total yearly shift numbers are noted to the right of each fellow’s block schedule.

No changes to shift numbers can be made by fellows. This function is reserved only for the PD/PC.

Breakdown of Junior Fellow shifts:

<u>Shift</u>	<u>Percentage</u>
8am – 4pm (Day Shift)	15%
4pm – 12mn (Evening Shift)	65%
12am – 8am (Overnight Shift)	20%

Breakdown of Senior Fellow shifts Year 1.5-2:

**TBE, PICU, Peds Anesth must be completed to move into senior role.*

<u>Shift</u>	<u>Percentage</u>
8am – 4pm (Day Shift)	15%
4pm – 12mn (Evening Shift)	65%
12am – 8am (Overnight Shift)	20%

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Breakdown of Senior Fellow shifts Year 3:

<u>Shift</u>	<u>Percentage</u>
8am – 4pm (Day Shift)	33%
4pm – 12mn (Evening Shift)	34%
12am – 8am (Overnight Shift)	33%

Scheduling Guidelines:

- The senior fellow with the most shifts assigned per monthly rotation is designated as the main point person to complete the work schedule.
- The senior fellow will work with junior fellows to develop Peds ED work schedule two months in advance (refer to chart listed above).
- Use combined block schedule in shared file to determine fellow requirements for shift assignments, bottom line of this document defines absolute number of night shift allocation/fellow and number/distribution of shifts for the month.
- No more than 1- 2 weekend day shifts (if assigned) per fellow/month.
- Fellows will work one Friday 12am - 8am shift for every 7 total overnight shifts available in a given month.
- No fellow assignments for Tuesdays 12am - 8am, Wed 8am - 4pm.
- Weekends are defined as: “Midnight on Friday – Midnight on Sunday”
- Overall goal should be to distribute shifts with approximately 30% Weekends allocation of shifts.
- Fellows should not request personal off time during national meeting dates (unless scholarly work is accepted at meeting and/or with approval from PD):
 - ✓ AAP / Section on EM
 - ✓ SAEM
 - ✓ PAS
- Holiday work blocks for Thanksgiving, Christmas and New Year’s holidays are determined annually. Schedules created inclusive of these dates require confirmation of work blocks/fellow shift by the Program Director PRIOR to creation of the fellow schedule.
- Priority should be given to schedule fellows daily while on PEDS ED UMHS rotations. (i.e. avoid doubling up fellows on some days while leaving open days without any fellow coverage).
- Fellows will work minimum of 2 weekend overnights (Sat/Sun) each month.
(If > 4 overnights are available for allocation by fellows, assignment of further fellow weekend allocation occurs as follows: >6 overnights = 3 weekend shifts assignments, 8 or greater overnights = 4 weekend assignments)
- As always please confirm questions/problems with Program Director.

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Holiday Coverage:

Fellows are expected to provide coverage in the UM Peds ED on the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year's Day

A senior fellow is responsible for scheduling a time where all fellows can meet together at the beginning of the academic year to review the holidays and create the holiday schedule. This schedule must be submitted to the Program Director and Program Coordinator for final approval. The final deadline for this submission is August 31st.

Fellow Classification	Requirement	Description
1 st Year Fellow	3 of the 6 holidays	2 winter & 1 summer holiday
2 nd Year Fellow	3 of the 6 holidays	2 summer & 1 winter holiday
3 rd Year Fellow	2 of the 6 holidays	1 summer & 1 winter holiday

Reviewed	03/23/2007	05/03/2007	09/26/2007	02/01/2008	12/22/2008	06/2009			05/1/2013
Revised	*	*	*	*	*	06/2009	04/22/2010	07/21/2010	05/2/2013
Initials	MN	MN	MN	MN	MN	MN	slb	slb	da