



Internal Medicine Residency Program Block Rotation Diagram v4.27.17

PGY 1

Month	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Site	1	1	1	1	1	1	1	1	1	1	1	1
Rotation Name	Card	MICU	Women's Health	IM	IM Night float	EM	IM	Office Internal Medicine	IM	IM	Nephrology	IM
% Outpatient	10	10	100	10	0	100	10	100	10	10	10	10
% Research	5	0	0	0	0	0	5	0	5	0	5	0

PGY 2

Month	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Site	4	3	1	5	1	1	1	6	1	1	1	4
Rotation Name	Pulm	ID	IM Night float	Endo	IM	Neurology	IM	GI	MICU	IM Elective – Inpatient Medicine	Elective/Research (surgery)	Rheum
% Outpatient	100	10	0	100	10	100	10	100	10	100	10	100
% Research	0	10	0	0	5	0	5	0	0	0	20	0

PGY 3

Month	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Site	1	1	1	1	1	1	1	1 or 2	1	1	1	1
Rotation Name	MICU	Geriatrics/Radiology	IM	IM	Onc	IM	Card	Hem/Derm	IM	IM Night float	Elective/Research	Nephrology
% Outpatient	10	100	10	10	100	10	10	100	10	0	80	10
% Research	0	0	5	5	0	5	5	0	10	0	20	10

Site 1: Unity Health – White County Medical Center Site 2: Conway Regional Physician Hospital Organization Site 3: UAMS Medical Center Site 4: Little Rock Diagnostic Clinic Site 5: Practice Management Group Site 6: Arkansas Digestive Disease Clinic

Legend:

Card = Cardiology

IM = Internal Medicine Service (Inpatient)

EM = Emergency Medicine

Pulm = Pulmonary

ID = Infectious Disease

Endo = Endocrine

GI = Gastroenterology

Onc = Oncology

Hem = Hematology

Derm = Dermatology

Rheum = Rheumatology

PTO Policy:

Residents are permitted to take leave based on the limits set by the accrediting body and in accordance with the procedures set forth in this policy/procedure.

Responsibility:

GME Residents

Procedure Index:

- I. Personal Time Off
- II. Family and Medical Leave

Procedure:

- I. Personal Time Off
 - A. Residents are allowed twenty (20) days (Monday through Friday) of paid time off (PTO) per year. The number of PTO days allotted to Residents entering the program after July 1 will be prorated based on their actual start date. Balances remaining at the end of an academic year will not rollover to the next year. Residents will not be paid for any PTO balance remaining at the end of their final year, upon resignation, or in the case of termination from the program.
 - B. PTO time includes both scheduled and unscheduled absences from work. Absences above 20 days will likely require the use of Family Medical Leave or special permission, and will most likely result in extension of the residency program.

1. Scheduled absences
 - a. Requests for scheduled absences must be submitted 90 days in advance of the requested time off.
 - b. PDs may grant exceptions to the 90-day submission requirement.
 - c. Scheduled PTO is expected to be taken in five (5) day blocks.
 - d. Completed PTO request forms with all required signatures are submitted to the respective program coordinator.
 - e. The respective PD has final approval authority on all PTO requests.
 - f. It is the Resident's responsibility to ensure coverage for their patients during their absence.
 - g. It is the Resident's responsibility to ensure weekend call coverage during their absence.
2. Unscheduled absences
 - a. Unscheduled absences will occur and will count against PTO time.
 - b. It is imperative the Resident notifies his/her PD, program coordinator, the hospital operator or clinic administrator, and attending physician if an unscheduled event occurs.
 - c. If the unscheduled absence occurs on a scheduled continuity clinic day, the Resident must arrange for coverage and notify the clinic.
3. Holidays
 - a. Residents are allowed to be excused for at least half of the recognized holidays. These holidays include 4th of July, Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Memorial Day.
 - b. As with other scheduled absences, these need to be requested in advance and PTO requested on the same form used for other scheduled absences.
 - c. If the attending physician is not working on a given holiday, and the Resident is not scheduled to cover a service, the Resident will not be required to work or need to request the day off.

II. Family and Medical Leave

- A. Residents are eligible for Family Medical Leave Act (FMLA) after having been employed for at least twelve (12) months and have worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Residents can take FMLA for his/her own serious health condition, care of a spouse, child or parent that has a serious health condition, caring for a newborn,