Family Medicine Residency Program Policies
Education Leave for Preparation and Attending Specified Exams

The Family Medicine Residency Director or Assistant Director will approve Education Leave for Exam Preparation and Attendance:

1. for residents eligible for and sitting specified licensure and qualifying exams,

2. where the leave meets the guidelines of the current employment contract, specific PGME academic policy and provided that:

   • the total leave from any rotation does not exceed 25% of the sum of the rotation assigned weekdays, FM AHDs, FM Mandatory Events and FM Clinical Half Days (exam activity is NOT a Mandatory FM Event),
   
   • the total Education Leave for each Exam cannot exceed 10 weekday half days including the days of the exam, travel and preparation and
   
   • leave days must all occur within 28 days of the last weekday requested (if a post exam travel day is requested that day is part of the 5 days of leave, leave days need not be consecutive).

Residents must submit their requests for leave to their Unit Administrative Assistant (UAA) and to the preceptor(s) of the effected rotation(s) at least 4 weeks prior to the first day of the exam. The UAA will verify that the request is valid and meets appropriate guidelines. Preceptors and residents will notify the UAA at least 4 weeks prior to the first day of the exam of any modifications to the requested leave which have not been settled between the preceptor(s) and the resident. The UAA will forward a summary of disputed requests which remain unsettled by that 4 week deadline to the Residency Program office for intervention by the Directors.

Residents are responsible to inform the Unit and Program contacts of anticipated Clinical and Academic Half Day absences as soon as the leave schedule is approved.

Unless a rotation or site has received FMRPC approval for a variation of the FM policies relating to Education Leave for Preparation and Attending Specified Exams the requests will be assessed by FM standards for approval.

Residents are advised to attach this policy statement to their message to the rotation contacts’ when making a leave request.

Response (to resident requests for clarification of contract) from PARA:

Contract Article: Education Leave:

10.03 Outside of those Programs modified to accommodate preparation for Canadian qualifying and licensing examinations through recommendation of their Residency Program Committee, each Resident shall be entitled to up to five (5) working days without loss of pay to prepare and write Canadian qualifying and licensing examinations, which includes those of the Medical Council of Canada, the College of Family Physicians of Canada, and the Royal College of Physicians and Surgeons of Canada.
Applications for education leaves of absences shall be made in writing to the Program Director a minimum of four (4) weeks in advance of the exam date in order that Resident substitutions may be arranged. Applications shall indicate the date of departure on leave and the date of return. Confirmation of the leave shall be made by the Program Director within two (2) weeks of the initial request.

1. Who approves the time off?
   Time away from service should be granted with collaborative approval from the residents program director and when necessary, preceptor on the rotation service.

2. Are residents allowed to take all five days in a rotation that is only 28 days long?
   Time away from service is not linked to any particular dates, consecutive or otherwise. Residents' requests for exam leave must respect the education requirements of a service rotation and may or may not be awarded as consecutive days in the same rotation. If a program director is affable to a resident taking all five days in a rotation that is only 28 days long, then this would be a possibility.

3. Are residents still required to fulfill their call requirements based on 28 day rotation?
   In-house call is on a one-in-four (1:4) basis. The number of days on service is specific to any individual Resident, and reflects the number of days on service subtracting any time the Resident is away on vacation (inclusive of the weekend prior to or following scheduled vacation as per 12.07), Education leave, Sick and Special leave, and Maternity/ Parental leave, as follows:

   | In house call: 23-26 days on service - 6 in-house calls |
   | Home call: 21-23 days on service - 7 home calls |
   | 24-26 days on service - 8 home calls |

4. If residents take time off then who is going to cover their call?
   The number of health human resources required to provide adequate patient care should be determined by the service requirements specific to any given ward, and should not vary dependent on the availability of residents. It is expected that when residents are not available for scheduling, an extender or hospitalist be scheduled.

5. What are the mechanisms in place to grant time off if more than one resident on the same rotation makes the same request?
   Mechanisms set in place will be specific to each program and PARA encourages the use of both extenders and hospitalists where appropriate.

If you have further questions, please contact the Executive Director or PARA which can be found on the PARA website (www.para-ab.ca).