

# POLICY

## Department of Family Medicine Postgraduate Program

### Rotation Schedule Change Request

All requests for schedule changes are subject to the approval of the Site Director or in extenuating circumstances the Residency Program Committee Executive of the Department of Family Medicine.

It should be noted that requests **will only be considered** if the following procedures are followed. (*Please also see the additional requirements for each Postgraduate level below.*)

1. **Requests for changes must be received at least three (3) months in advance of the rotation change requested.**
2. All requests for schedule changes are required to be **submitted in writing** to the Site Director through the Site Administrator, clearly stating the reason(s) for requesting the change.
3. With less than three (3) months' notice only requests with exceptional/extenuating circumstances will be considered.

Although it is impossible to be comprehensive in this definition, the following principles and examples will assist in guiding decisions:

Circumstances that would be considered for a request for schedule change or leave:

- Sudden and unexpected family events (i.e. illness, death)
- Unpredictable requirements for care of children (i.e. resident is the sole or primary caregiver and other caregiving arrangements have suddenly fallen through)
- Undue stress or hardship for a close family member (i.e. child, spouse)
- Medical or maternity leave (must have letter from physician)

Examples of situations that would **not** be considered extenuating:

- Difficulty in housing pets
- Predictable needs of children for care
- Longstanding illness or difficult family situation that has not changed
- Spouse or family member living outside of province (this is not acceptable for change in core rotations)
- A resident asking to do core rotations and/or extra elective time outside of the Atlantic Provinces because they have a spouse who lives outside of the Atlantic Provinces.

#### Additional Requirements

##### Postgraduate Year 1

Requests from PGY1s are considered not only by the Department of Family Medicine but also by the Faculty of Medicine Postgraduate Medical Education (PGME) Office. PGME is obligated to provide educational experience once the original schedules are distributed in April. If you insist on requesting a change, the above procedures **must** be adhered to along with the following:

1. The Residency Program Committee Executive must approve any changes to mandatory clinical learning experiences or clinical learning experiences not specified in the overall program design for the PGY1 year. Non-core clinical learning experiences will not be substituted for core clinical learning experiences.
2. Residents must get written approval from the service they wish to join and from the service they wish to leave.
3. **Notice of approvals must be sent to the Faculty of Medicine PGME Office**, who will ensure all individuals and departments are notified of the change.

### Postgraduate Year 2 / 3

In the interest of maintaining the integrity of the teaching programs at all training sites, the above procedures when considering requests for changes **must** be adhered to, in addition to the following:

1. Non-core clinical learning experiences **will not** be substituted for core clinical learning experiences. Core clinical learning experiences at a site or department outside the Dalhousie system will not be approved if the experience is currently available within the Dalhousie system.
2. Only under exceptional circumstances will consideration be given to the modification of clinical learning experiences within the Dalhousie system.
3. The resident must submit a written request stating the reason(s) for change to the Site Director.
4. Approved clinical learning experience changes **must be submitted to the Faculty of Medicine PGME office**.

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