

CHANGING ROTATIONS OR ON-CALL ASSIGNMENTS

This policy is designed to:

- a. Ensure that service commitments made in the beginning of the year are upheld.
 - b. Ensure that schedule changes are clearly documented.
 - c. Ensure that all services are aware of changes made.
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1. It is the resident's responsibility to have the appropriate forms completed and approved for any changes in their rotation schedule. The resident will have the appropriate form signed by the elective coordinators for all electives being added or dropped. The resident will have the preceptor attending sign the research form on all research projects. The chief resident may sign for inpatient rotations.
 2. If a resident wants to change his/her on-call night, then the resident must complete the appropriate form and have it signed by the resident with whom he/she is switching with and the chief resident. This form follows this policy section.
 3. If the on-call night change is to occur in one week or less the resident should complete the form **and** notify the Chief resident verbally to ensure that change is approved and documented in AMION.

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