

## 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.
    - a. The resident will have the appropriate form signed by the elective coordinators for all electives being added or dropped.
    - b. The resident will have the preceptor attending sign the research form on all research projects.
    - c. 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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