

Appendix A: Schedules

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Schedule Categories:

Essential Services:

- Include critical care, wards, night float, GMC, ACR and ambulatory/clinic rotations.
- These services must be always covered.

UAMS Essential Services

Ward Services	Critical Care Services	Other
<ul style="list-style-type: none">• Team 1- Cardiology• Team 3A- GIM• Team 3B- GIM• Team 6- ID	<ul style="list-style-type: none">• ACR*• MICU 1• MICU 2	<ul style="list-style-type: none">• MICU Float (nights)• Ward Float (nights)• GMC*• Ambulatory/Clinic

**ACR and GMC are considered consults (weekends off) but essential services that must always be covered by an upper-level resident*

VA Essential Services

Ward Services	Critical Care Services	Other
<ul style="list-style-type: none">• General Medicine 1• General Medicine 2• General Medicine 3	<ul style="list-style-type: none">• MICU• VCR*	<ul style="list-style-type: none">• MICU Float (nights)• Ward Float (nights)• Ambulatory/Clinic

**VCR is considered a consult (weekend off) but an essential service that must always be covered by an upper-level resident*

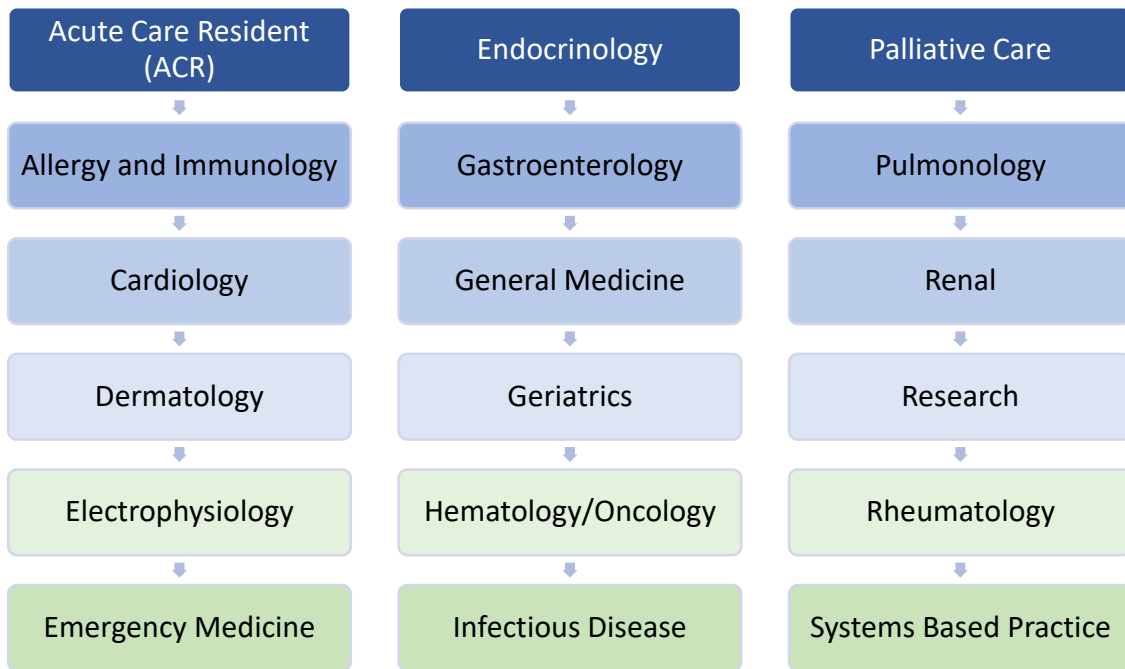
Essential Services Facts:

- 6-day work week – residents will schedule their one day off with their team to ensure coverage. Exceptions to this include: ACR, VCR and Ambulatory/Clinic which are 5 days, M-F.
- Not vacation eligible rotations.
- Jeopardy may be used if a member of the team is sick.
- Resident physicians must be at the hospital despite holiday, weekends, or inclement weather.

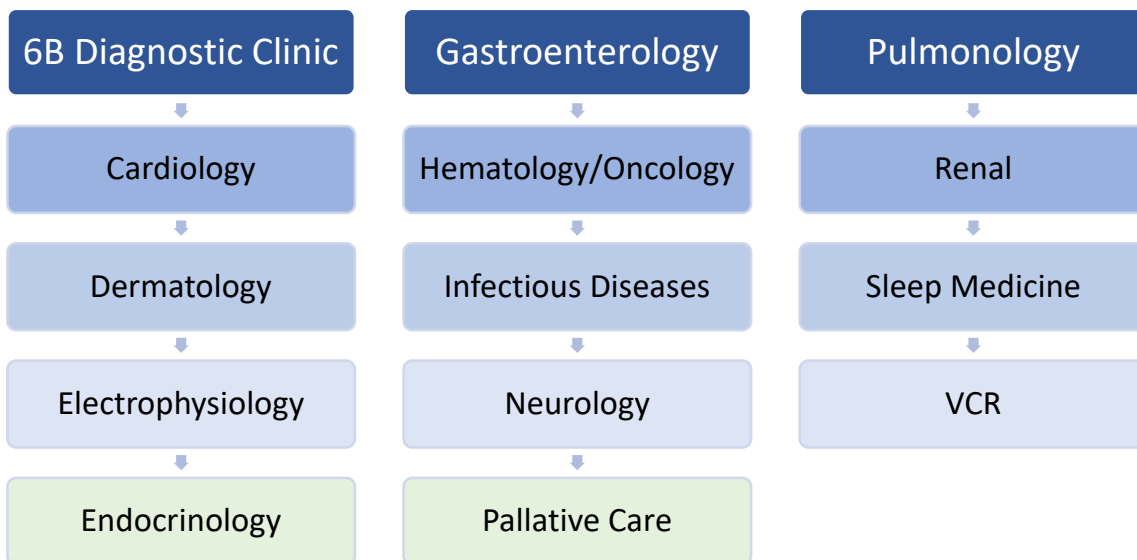
Non-Essential Services:

- Include consults or elective rotations and do NOT always have to be covered.

UAMS Non-Essential Services



VA Non-Essential Services



Non-Essential Services Facts:

- 5-day work week – Monday through Friday.
- Vacation eligible rotations. (Except for Neurology)
- Jeopardy is not required for coverage.
- Holidays, weekends, and inclement weather policies are observed.

Extra Duties:

UAMS Call

- Call Hours during the week: 16:00-19:00
- Call Hours on weekends: 12:00-19:00
- You will be assigned calls whenever you are on any inpatient ward service or MICU.
- A resident or intern will average 2-3 calls per week when on a on a ward service and 2-3 calls per week when on a MICU rotation.
- On Sunday night, one upper-level resident and two interns from the ward services will be assigned for a single night call which is in house and from 19:00-0:700 (Monday morning). You will not be expected to round on Sunday morning and will only come in for the night shift starting at 1900. Monday will be a “post call day” and will not count as your day off. The same is true for MICU, except one upper-level and one intern from the two MICU teams will be assigned to MICU night call.

VA Call

- Call Hours during the week: 16:00-19:00
- Call Hours on Saturday: 12:00-19:00
- Call Hours on Sunday: 07:00-07:00 (24-hour call)
- You will be assigned calls whenever you are on any of the inpatient general medicine teams or MICU.
- A resident or intern will average 2-3 calls per week when on a on a ward service and 2-3 calls per week when on a MICU rotation.
- A resident will average, three, 24-hour shifts per year.
- Upper levels assigned to general medicine teams will sometimes be assigned to MICU call since there is only one upper level on the MICU service at one time.
- VCR will cover one MICU call during the week.
- On Sunday, one upper-level resident and two interns from the ward services will be assigned for a 24-hour call, which is in house and from 7:00 on Sunday – 7:00 on Monday. You will be expected to round on Sunday morning with your team and perform daily duties as normal. Monday will be a “post call day” and will not count as your day off. The same is true for the VA MICU, except one upper-level from a ward service and one intern from the MICU will be assigned to the MICU 24-hour shift.

Jeopardy:

- Our mission is to train our residents and provide high-quality patient care services in furtherance of the mission of UAMS and CAVHS. To fulfill our missions and maintain our responsibilities to our patients, we have the responsibility to provide back-up coverage in the event the assigned staff member cannot work.
- In the absence of a resident or intern who is scheduled on an essential service (ward/ICU rotations/ambulatory service) for reasons of unforeseen illness or in the event of illness/death of a family member, jeopardy is available for coverage. The jeopardy system is not used for scheduled absences.

General principles of using Jeopardy

The jeopardy schedule is comprised of residents on consult rotations and are assigned by the chiefs. Residents should not directly call the jeopardy resident on call. The Jeopardy system will not be used for non-essential service coverage such as subspecialty electives.

If a resident or intern must be away from an essential service other than vacation time or an unforeseen illness/death, he or she must arrange his or her own coverage. (This does not apply to clinic coverage. Please see appendix C for further direction on this).

The Residency Medicine Office and Chief Resident must be notified of all changes in call or coverage.

When calling in for a shift in the event of an illness/emergency, you must CALL the Chief-On-Call as designated on AMION. Emails/Texts are not appropriate.

If a resident uses jeopardy improperly, he/she may be subject to make up the missed day or use a sick day to cover the unexcused absence (Legitimate use for jeopardy is illness or emergency, taking an extra day of vacation is not).

You may be asked to provide proof of illness or absence with a doctor's note.

After the 3rd call-out of the year, jeopardy circumstances will automatically be reviewed by the Program Director to ensure optimal support of our residents. We also want to ensure that educational goals are met; thus, in some cases, a resident may be required to make up an equivalent educational experience.

General principles of being on Jeopardy call

Jeopardy call starts at 7:00 on Monday morning and ends at 7:00 the following Monday morning.

Each week there are two upper-level residents and one intern assigned to jeopardy call.

- Upper Levels are either assigned "jeopardy 1" or "jeopardy 2."
- Jeopardy 1 is the first resident that will be called in. If another essential service needs to be covered and jeopardy 1 has already been called in jeopardy 2 will be called in.

Each resident/intern will average 2-3 jeopardy calls per year (max of 3).

Jeopardy call can be found on AMION.

You must be *immediately* reachable by phone during the entire time on Jeopardy (24 hours/day).

- You have a maximum of 15 minutes to answer/return a call.
- If a resident on call does not respond within a timely manner and another resident must be called in your place, the resident could be subject to one additional day of coverage for the resident who covers your call shift or one additional jeopardy day.

You must remain in town and able to arrive for the shift within one hour of being contacted.

Residents may elect to trade days of Jeopardy coverage, but the switch must be approved by one of the Chiefs and you must initially find the coverage on your own.

There are very few legitimate excuses for missing a jeopardy call. It is your responsibility to check the schedule to assure you are not on call and make prior arrangements if you are unable to cover.

Where and How to View your Schedule:

- AMION is an online platform and app that will be used to post every resident's schedule. This includes all calls and jeopardy shifts. This program also allows you to see all your colleagues' schedules.
- How to access your schedule on AMION: Go to amion.com and enter password "uarim"—all lower case. The first time you log in on your device it may prompt you to enter in your uams email and send you a one-time verification code.

- To view amion on your phone you can download the amion app. The password is the same as above “uarim”
- When you log in, the first page you will see is the call schedule for that day.
- To find which residents are on a particular service: Select “—call—” in the drop down menu -> pick the rotation you want to view -> there you will find the residents on that team along with their contact information.
- To view your schedule for the entire year: Select “Block” at the top left of the page -> select drop-down menu to find your level of training -> Find your name. You can then select “Call” at the top left of the screen to view the monthly call schedule.

Schedule Change Requests:

- If you would like to request any change to your schedule, vacation, call, or jeopardy you will contact the Chief Residents and Program Manager. You will need to give a reason and advanced notice for each change request. The length of notice required will vary by the type of request made.

Call shift	• Ideally 2 weeks in advance
Vacation	• At least 2-3 months in advance
Rotation	• At least 2 months in advance
Jeopardy	• At least 1 month in advance

**Please note: UAMS and the VA both pay for residents’ salary. Due to the split in funding, it can pose a challenge to switch a UAMS rotation for a VA rotation and vice versa. Additionally, the chiefs will do their best to accommodate change requests but no guarantee they will be approved.*

Schedule Requirements:

- The ACGME defines a curriculum that must be structured to “optimize resident educational experiences, the length of the experiences, and the supervisory continuity. These educational experiences include an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events.” The foundational requirements set forth by the ACGME are listed below. Please note, there are multiple exceptions to the rules listed below as outlined by the ACGME. For more detailed information on these requirements and exceptions please refer to the “ACGME Program Requirements for Graduate Medical Education in Internal Medicine.”
 - At least 30 months of clinical experiences.
 - A longitudinal team-based continuity experience for the duration of the program.
 - At least 10 months of clinical experiences in the outpatient setting, which includes subspecialty clinics.
 - At least 10 months of clinical experiences in the inpatient and critical care settings, which includes subspecialty inpatient rotations.
 - Critical care experiences must be a minimum of two months and a maximum of six months and must not occur solely in the PGY-1 year.
 - Should have clinical experiences in geriatric medicine, hospice and palliative medicine, addiction medicine, emergency medicine, and neurology.
 - Should have clinical experiences in each of the internal medicine subspecialties.

- Residents must not be assigned more than two months of night float during any year of the educational program, or more than four months of night float during the course of the residency.
- Overnight shifts occurring during critical care rotations (in the medical intensive care unit or the critical care unit) do not count towards night float, but towards the maximum six months of required critical care time. Overnight emergency medicine assignments do not count towards night float.