

NORTHWESTERN UNIVERSITY FEINBERG SCHOOL OF MEDICINE
DEPARTMENT OF SURGERY
POLICIES & PROCEDURES

Resident Absence Policy

Updated March 23, 2018

PURPOSE

To clarify resident communication responsibilities regarding planned and unplanned absences from clinical responsibilities.

PERSONS INVOLVED

Any McGaw or visiting resident rotating on Department of Surgery rotations.

PROCEDURES

Residents who are rotating on a Department of Surgery rotation must inform the rotation's TEC (Teaching Education Coordinator) about any and all planned or anticipated absences from clinical duties as early as possible, and no later than two weeks prior to the start of the rotation. This includes vacations, interviews, meetings, as well as sub-specialty conferences and/or events. If a resident is unable to provide two week's notice, the resident should contact both the TEC and their program director to obtain consent for the absence. In the event of unplanned absences such as one from an illness or disability, residents should notify the chief resident on the rotation, administrative chief residents, and TEC who will arrange cross coverage. The rotation TEC's are listed below.

| Rotation Name | TEC |
|----------------------------------|--------------------------------|
| CDH Vascular | Dr. Joseph Schneider |
| Bethke | Dr. Kevin Bethke |
| Blue | Dr. Jeff Fronza |
| Breast | Dr. Nora Hansen |
| Colorectal | Dr. Amy Halverson |
| Endocrine | Dr. Dina Elaraj |
| GI / MIS | Dr. Eric Hungness |
| Lurie Children Pediatrics | Dr. Rashmi Kabre |
| MacNeal | Dr. Jeffrey Zawacki |
| Mueller App | Dr. Kyle Mueller |
| NtFloat | Dr. Joseph Posluszny |
| Plastic | Dr. Jason Ko |
| SICU-D & SICU-N | Dr. Mamta Swaroop |
| Surg Onc | Dr. Jeffrey Wayne |
| Thoracic | Dr. David Odell |
| Transplant | Dr. Derrick Christopher |
| Trauma/ES | Dr. Michael Shapiro |
| VA Gen Surg | Dr. Abby Tarbox |
| Vascular | Dr. Karen Ho |