

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

Resident Absence Policy

Updated May 25, 2017

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. Jon Fryer
Trauma/ES	Dr. Michael Shapiro
VA Gen Surg	Dr. Abby Tarbox
Vascular	Dr. Karen Ho