

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

## Conference Attendance Policy

Revised July 2025

### **PURPOSE**

To clarify required conference attendance for Dept of Surgery residents during their clinical years

### **PERSONS INVOLVED**

Categorical & Preliminary General Surgery Residents

### **PROCEDURES**

The Department of Surgery has mandatory weekly education time for residents Thursday mornings from 7am-12pm and Friday mornings from 7am-8am (9am for Named Lectures). This time is protected from any clinical obligations. During this time, residents should forward the Service Pagers to the person designated in the **Rotation Guides**.

*A comprehensive up-to-date conference schedule for the academic year is maintained on SharePoint.* If residents' Thursday morning educational activities end prior to 12pm, then residents may utilize the remaining time for personal and professional development. There are dedicated Wellness times scheduled with the intention that residents may schedule personal appointments. However, if time is needed outside of these designated times, residents are able to schedule and attend healthcare appointments during scheduled didactic time; these appointments should be communicated with the program leadership in advance. If residents need to leave the hospital, then they need to confirm emergency coverage for their service in their absence. Residents rotating on the trauma service are not permitted to leave the hospital without clearing it with the attending on call. Residents rotating at Lurie Children's must return to service once their required educational activities conclude. In addition to the posted conference schedule, residents are sent calendar invites from the Surgical Education Calendar detailing the individual didactic activities they are expected to attend. If any changes are made to the schedule that would extend the required conference time within a month of the date, an email will be sent informing the residents of the changes. Residents may then request to be excused if they have a previous engagement. Program leadership will determine whether the resident may then be excused from the added conference. Refer to the **Administrative Tracking Policy** for how attendance will be recorded and how to record excused absences.

### **Rotation Requirements**

Conferences	NMH GS rotations <sup>†</sup>	Lurie Children's	CDH & VA	Cook County
<b>Morbidity &amp; Mortality</b> <b>Th 7am-7:45am</b>	<b>Required</b>	Excused	<b>Required</b> Virtual allowed	Excused
<b>Core Curriculum</b> <b>Th 8am-8:45am</b>	<b>Required</b> except Nights	Excused	<b>Required</b> Virtual allowed	Excused
<b>Research Series</b> <b>Th 9am-10:45am</b>	<b>Required</b> except Nights	Excused	<b>Required</b> Virtual allowed	Excused
<b>Skills Lab</b> <b>Th 9am-12pm</b>	<b>Required</b> except Nights	<b>Variable*</b>	Excused	Excused
<b>5<sup>th</sup> Thurs Quarterly Townhalls &amp; Events</b> <b>Th 9am-12pm</b>	<b>Required</b> except Nights	<b>Required</b>	<b>Required</b> Virtual allowed	<b>Required</b>
<b>Grand Rounds</b> <b>Fri 7am-8am</b>	<b>Required</b>	<b>Required</b> for Named Lectures	<b>Required</b> Virtual allowed	Excused
<b>Visiting Professor</b> <b>Resident Roundtable</b> <b>Fri 8am-9am</b>	<b>Required</b> except Nights	<b>Required</b>	Excused	Excused

<sup>†</sup>NMH GS rotations: Acute Care Surgery, Breast, Colorectal, Endocrine, GI/MIS, Night Float, Plastics, SICU, SICU Nights, Surg Onc, Thoracic, Transplant, Vascular, & Weiss/WestSub.

\*See OneDrive Conference Schedule Lurie specific sheet for required sessions.