**THORACIC SURGERY FELLOWSHIP PROGRAM**

**ATTENDANCE & CALL-IN POLICY & PROCEDURE**

Below is the documented procedure ensure the safety of patients and Fellows in the Thoracic Surgery Residency Program

**Notification**

The Fellow is expected to notify the Attending and other Residents of the service when he/she is unable to report to work or complete a shift. The trainee is expected to make this notification as far in advance as possible for previously scheduled appointments and again on the day as well.

If a trainee has an upcoming medical appointment, a notification can be made directly by cell phone or pager text to the Attending. In return, a Fellow is required to receive an acknowledgment. This is required for all rotations and sites.

After Attending and other Resident notifications, the Program Coordinator (PC) and Program Director (PD) must be notified. Additionally, the Chief Perfusionists must be notified because of Physician Assistant/Surgical Assistant assignments. If resident health issues have caused the inability to complete a shift, the PC/PD can direct the resident to Employee Health as necessary.

The importance of these requirements is particularly underscored during those times of the year when residents are on external rotation (Christ Congenital, Edwards, Hines).

**Documentation**

The Program Coordinator will record time off for the purposes of the Fellow's contracts, fellowship verification purposes and CMS. Time off and external rotation activity are tracked individually through New Innovations and individual Fellow spreadsheets kept by the program.

**No Call, No Show**

If a Fellow is unexpectedly absent and cannot be contacted, the Attending must immediately contact the PC and PD about the issue. This policy will be distributed and discussed two times per year in Didactics.

**Well-Being Check Procedure**

After the Attending has notified the PC and PD, they will attempt to contact the trainee by pager, phone, text and/or email. If no response is received in two hours, the Fellow's emergency contact will be called, escalating the response by notifying the Graduate Medical Education Office, and then initiate a well-being check.