

Dear ICU subl clerkship students,

During interview season, our days off policy DOES NOT change.

Students are expected to work SIX days a week with ONE day off per week.

Because of this, please try to schedule your interviews during your PCM-4 block and NOT during your required ICU subl.

During interview season, you will be using your days off for interviews.

If your interview takes place in the morning and you will miss rounds, this counts as a day off.

If your interview takes place in the afternoon and you have been present during rounds, written your notes and completed everything on your to-do list, you can be excused early and NOT use one of your days off for the interview

If you take a weekday off for an interview, you MUST work BOTH DAYS that weekend to make it up.

Again, you get FOUR days off TOTAL (including interview days) during your ICU block (but one of those days MUST be the day prior to the exam)

So that means if you have three interviews during your ICU month, you will be working EVERY WEEKEND DAY

See example here (YELLOW means you are working that day, RED is a day off):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Orientation					
			Interview	Interview		
					Interview	
				OFF - required (study day)	Exam	off
off						

ALL leaves of absence for residency interviews **must be approved** in advance.

Prior to ANY leave of absence, students must do each of the following:

- Inform their service and arrange for coverage of patient responsibilities and call.
- Obtain, complete, and sign a “REQUEST FOR SUBINTERNSHIP LEAVE OF ABSENCE FOR RESIDENCY INTERVIEWS” form AT LEAST ONE WEEK prior to the leave. These forms are available in the Medicine Education office at each site, and a copy is posted on the website.
- Get the leave of absence form signed by the hospital Site Coordinator and the service attending physician.
- Deliver one copy of the leave of absence form to the hospital Site Coordinator’s office, and one copy must be delivered to the Medical Education Office (SSOM, Room 320) with a copy of the invitation to interview. Students should keep one copy of the form for their records.

Failure to comply with this procedure may result in a grade of Incomplete for that rotation.

If you need MORE than 3 days off for interviews (again, please try to avoid this if at all possible), email myself and Vivan ASAP.

EG

Emily Gilbert, MD
Associate Professor of Medicine
Pulmonary & Critical Care