

## **Preparation for Leave and Attending**

### **Principles**

1. Schedule leave for vacation and conferences 3 months in advance.
2. For last minute arrangements, less than 1 month notice, strongly consider replacing cancelled clinics.
3. Patients displaced by cancellations will receive notice of the cancelled appointment and will be reminded to call for a new appointment. They will not be mailed a replacement appointment.
4. Patients cancelled with less than 2 weeks notice will be called.
5. Christmas holidays – faculty can take off one week, not both.

### **Check list for leave**

1. Arrange coverage for patient calls – affinity groups (see below)
2. Cancel clinics.
3. Arrange vacation carve out if desired.
  - a. Block one hour of return clinic for each half day of clinic missed and open that time on day of departure.
  - b. Consider pre-vacation carve out – block part of a predeparture clinic and open that clinic one week before leaving.
4. Arrange preceptor swaps.
5. WebCIS – for absences greater than 3 days forward labs and phone messages to covering doctor.
  - a. WebCIS admin on left side of page
  - b. Out of office admin – phone messages
  - c. Proxy admin- labs
6. Email – set out of office reply
7. Beeper – set out of office reply
  - a. Dial pager number and press 0
  - b. Enter password
  - c. Enter 30 and dictate message
  - d. Press 1 to end message
  - e. Press 40 to listen
8. Notify hospital operator to change webexchange availability.

### **On return**

1. Reset beeper message.
2. Call hospital operator.

### **Check list for attending**

1. Arrange coverage for patient calls – see the Affinity Group document
2. Cancel clinics.
3. Arrange vacations carve out if desired.
  - a. Block one hour of return clinic for each half day of clinic missed and open that time on day of departure.
  - b. Consider pre-vacation carve out – block part of a predeparture clinic and open that clinic one week before leaving.
4. Arrange preceptor swaps.
5. Open short clinics for acute visits – assistant controlled.