BASIC INFORMATION 2015-2016

READ YOUR EMAILS!
Each week, we will email you with the conference schedule the next Monday morning, including M&M, Grand Rounds, Resident Conference and Skills Lab.

48 WEEKS!
You must complete at least 48 weeks on rotation unless you have a documented medical leave (such as FMLA or maternity leave). Testing is considered part of your residency, so days off for USMLE Step 3 don’t count as leave, but vacation, conferences, sick leave, interviews and other non-educational days off count towards leave. We must document all your absences for ACGME purposes.

TIME OFF
All time off your rotations must be scheduled. You will be given your days off on each rotation, but time off for any other reasons (vacations, sick leave, conferences, tests, FMLA) must be requested and arranged with us. You need to contact us once you know you need time off. Since most rotations work in a team mode, it is important to make sure no one else is gone from the rotation at the same time. In addition, for ABS, GME and ACGME purposes, we must track any time off during training.

VACATION LEAVE
FOR ORTHO INTERNS ONLY
You must request two seven-day vacations from your Ortho, Spine, OrthoSpine and PMR rotations. Your third seven-day vacation must be requested from the rest of your rotations. You will not have 6/24-6/30/16 off. You will migrate to the Ortho Department to work after June 23rd. Please refer to the Vacation Restrictions page for information about vacations on the individual services.

FOR ALL OTHER INTERNS
Two 7-day vacations are granted to each intern during the academic year, plus one week at the end of the academic year (6/24-6/30) - serving as your third week of vacation. While our best efforts are made to accommodate both of your vacation requests, it is not always permitted by the call schedule or the amount of time each service gives for vacations. In such cases, the Department of Surgery will assign one week of vacation. No more than 7 continuous days may be taken from a particular service. Two continuous weeks may be taken if they fall on the last week of one rotation and the first week of the following rotation. Please refer to the Vacation Restrictions page for information about vacations on the individual services.

At orientation you will be asked to complete a vacation request form. Assignments are contingent upon seniority in the residency and availability of space on the service from which you are requesting a vacation. No vacation leave may be taken during your last rotation in June. The vacation calendar for the year will be completed by the end of July and you will be notified of your vacation assignments then.

SICK LEAVE
You are allowed up to 3 weeks of sick leave per year. Please let me know if you have a sick day, so I can keep record of it.

HEALTH LEAVE
You are allowed up to 2 half days per year to schedule for a doctor or dental appointment, or any health related matter. It is a little tricky to schedule an appointment months in advance without knowing if it is possible to get off the rotation. My suggestion would be to schedule appointments during the easier rotations like Anesthesiology, PM&R, Plastics and Good Sam. And, let Erin or Robin know when you do.
**MEAL TICKETS**

While you are rotating at OHSU, you are provided with an electronic meal ticket bar code (that you will attach to your ID badge) which can be used to purchase meals. For each 13-hour and above workday, you are allotted $9. The monies are prorated and added by GME at the beginning of each month. At St. Vincent's, Good Samaritan, and Emanuel Hospitals you sign for free meals for the nights you take call. At the Veterans Administration Hospital, you will receive meal tickets from Surgical Service for call nights. When the VAMC cafeteria is closed at night, you can use your VAMC meal tickets in the University Hospital South cafeteria.

**DRESS CODE**

Interns are expected to dress in a professional manner at all times. When outside of the OR, you must wear your personalized scrubs or business attire under your white coat. You should normally not be wearing any scrubs to clinic.

**IN-TRAINING EXAMINATION**

All interns continuing in the program as General Surgery residents are required to take the American Board of Surgery In-training Examination, scheduled on the last few days in January.

**MEDICAL LICENSE REQUIREMENTS**

All interns are required to take the USMLE, Step III or COMLEX prior to finishing the internship year. This is a GME requirement to earn an Internship certificate. **WE DO NOT ALLOW DAYS OFF TO TAKE THE USMLE IN JUNE, SO YOU WILL NEED TO APPLY FOR AND TAKE IT EARLIER IN THE ACADEMIC YEAR.**

**MOONLIGHTING**

Moonlighting is not allowed during any clinical rotation. During the research year moonlighting is allowed, if the Program Director gives permission. All requests must be made to the Program Director in writing. You must have a valid DEA license through the national DEA Office if you do any moonlighting.

**RESIDENT CONFERENCES**

There is an Intern Conference series during July and August with mandatory attendance. Grand Rounds (beginning in September), Resident Conference and M&M are also required resident teaching conferences, held every Monday. These conferences will be scheduled to start in July for both interns and residents. **Attendance is mandatory, per the ACGME, and attendance will be taken for all residents and will be considered in the administrative Milestone evaluation of resident performance for retention and promotion.**

**M&M CONFERENCES**

Surgery M&M Conferences are held at OHSU on Mondays at 7:00am in July & August, and 6:45am throughout the rest of the year. You are only expected to attend OHSU’s M&M if you are rotating on the hill (at OHSU or the VAMC). The other hospitals also hold an M&M Conference.

**CITYWIDE GRAND ROUNDS**

Grand Rounds conferences are held weekly at OHSU beginning in September. **Attendance is required.** Grand Rounds takes place at OHSU at 7:30-8:30am from September through mid-June.

**ROTATION SCHEDULES**

If there are any changes to the rotation schedule throughout the year, you will be notified and the updated schedule will be posted on [www.amion.com](http://www.amion.com). The password is: ohussp  

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