

STANDARD OPERATING PROCEDURE- POLICY

COMPLEX FAMILY PLANNING FELLOW PAGER COVERAGE

SCOPE/APPLICABILITY:

This document applies to members of the Division of Complex Family Planning (CFP), including faculty and fellows.

PURPOSE:

The CFP faculty is dedicated to the wellness of the fellows. As part of this mission CFP faculty want to ensure optimal fellow education in the context of a schedule that supports well-being and is consistent with duty hour restrictions.

The purpose of this document is to standardize the process for coverage of the Complex Family Planning fellow pager to include no more than one week of home call per month. This document includes routine coverage plans and describes coverage planning when a fellow is absent due to illness, a medical or family emergency, nears duty hour limits or other extenuating circumstances or when one fellow is absent for a prolonged period of time.

DEFINITIONS:

- PD = Fellowship Program director
- APD = Assistant fellowship Program director
- Home call = Night and weekend CFP fellow pager coverage
- One week of home call = 5 weeknights, 2 weekend nights, and 2 weekend days
- Prolonged period of time = More than 7 consecutive days
- Unplanned Fellow absence = Sick leave, medical or family emergency, nearing duty hours limits, or other unanticipated extenuating circumstances (ex. being called in repeatedly in the same week, multiple school deadlines)
- Planned Fellow absence = Parental leave, low resource setting or other away rotations, time away for job interviews or a combination of these events.

PROCEDURE:

Whenever a CFP faculty member covers the CFP fellow pager, the CFP faculty member answers pages from patients, takes RH PALS calls and supervises the resident team with assessment of any CFP triage or transfer patients. CFP fellows will not be called in.

Routine coverage of the CFP fellow pager

- When a CFP faculty member is scheduled to cover “OB Backup Attending,” “GYN Backup Attending,” or “D&E Backup” on weekends or overnight on weekdays, that faculty member will also be scheduled to cover the CFP fellow pager during their backup call shift.

This information is a guideline and should not be considered as inclusive of all proper treatments or methods of care or as a statement of the standard of care.

- CFP fellows will be scheduled to cover the remaining home call shifts up to a maximum of one week of home call per month.
 - For any remaining night/weekend call beyond one week per fellow per month, the PD or APD will formulate CFP fellow pager coverage plans and schedule CFP faculty into those CFP fellow pager coverage shifts.
 - CFP faculty members covering night or weekend Labor & Delivery primary attending call are preferentially scheduled to cover the CFP fellow pager.


Fellow absence - Unplanned

- The CFP fellow is responsible for notifying the fellowship coordinator, and the PD and/or APD of unplanned event.
- The coordinator, PD or APD notifies the CFP Attending faculty scheduled to cover RH PALS to cover the CFP fellow pager.

Fellow absence - Planned

- The fellowship coordinator and the PD or APD reviews the CFP fellow pager coverage schedule to adjust fellow pager coverage when only 1 fellow is available for a prolonged period of time.
 - CFP fellow pager schedules will include no more than one week of fellow home call per month.
 - The PD or APD will formulate CFP fellow pager coverage plans in advance and inform affected covering CFP faculty.
 - CFP faculty covering night or weekend Labor & Delivery primary attending call is preferentially assigned to cover the CFP fellow pager.

APPROVALS:

SOP Owner:	Complex Family Planning Assistant Fellowship Director	Date: 3/20/23
Chair Approval:		Date: 3/20/23
Effective Date:	March 20, 2023	