University of Illinois
College of Medicine at Urbana-Champaign
Internal Medicine Residency Program

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<tr>
<th>Subject: Back-up Policy</th>
<th>Effective Date: 06/01/2011, 1/25/13</th>
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<tr>
<td>Category: All services</td>
<td>Revised Date: 6/22/12, 1/2013, 11/16/2015</td>
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<tr>
<td>Scope: Program</td>
<td>Approved by REC: 04/29/11, 1/25/2013, 11/20/2015</td>
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**PURPOSE:**
To outline the Program’s policy for ensuring that appropriate clinical coverage when residents are unexpectedly absent from assigned clinical duties because of illness, family emergencies, or fatigue. In limited instances, back-up coverage may be assigned to allow a resident to attend job or fellowship interviews or a professional conference (as a presenter).

**POLICY:**
Designated residents will serve as back-ups to provide clinical coverage when needed. To reduce disruption and ensure appropriate clinical coverage, program will approve any instance when back-up is to be assigned.

**BACKGROUND:**
1. Back-up is intended to cover resident/intern duties mainly in the event of unexpected illness, family emergencies, or fatigue during leave-restricted rotations. See sick leave policy for more detail.
2. In more limited instances, back-up may be deployed for absences due to job/fellowship interview or presentations at conferences. This type of absence and use of back-up requires pre-approval by program leadership.
3. There will be two standard back-up rotations each for interns and residents.
   a) Interns: 1st VA Cardiology, 2nd VA Nephrology. In the event one of these rotations is not staffed, VA Ambulatory will be considered a back-up rotation.
   b) PGY2-3’s: 1st VA Hospitalist, 2nd VA Q&S
      Note: when, due to unexpected changes in staffing, trainees are not assigned to the standard back-up rotations, additional/replacement rotations will be identified to serve as interim back-up rotations.

**PROCEDURE:**
1. If, in any given rotation, back-up must be called more than one time, subsequent back-up will be called in a sequential order: first back-up, followed by second back-up, as noted above. The Program Director may pull the same back up for multiple, consecutive days of coverage to ensure the continuity of care.
2. To avoid unnecessary use of back-up coverage, during a leave-restricted rotation, residents/interns requesting leave should try to switch calls with another resident/intern doing the same rotation. To ensure continuity of care, Program (ie, chief resident, Program Director or other

* A printed document is to be considered a convenience copy only. Please refer to web site for the most current version of this or any policy.
3. If a back-up is pulled by the program to cover for an intern/resident in a leave-restricted rotation, the intern/resident must pay-back the call/coverage to the respective back-up being pulled prior to completion of the program. The date and rotation for the payback call will be discussed and arranged amongst the residents/interns involved (the first possible rotation is preferred), and then they will inform the chief resident, Program Director or designate. The payback call/coverage should not be more than 12 hours (irrespective of numbers of hours for which the back-up was pulled) and should be done on a Friday or Saturday night to avoid any disruptions in the schedule of the ongoing rotation. **Payback policy does not apply for sick leaves.**

4. The program director or their designate will approve all back-up coverage duties.

5. When requesting leave that will require deployment of back-up to attend an interview or present at conference, it is the residents' responsibility to:
   a. Obtain program approval for requested leave;
   b. Provide written documentation, such as confirmation for an interview acceptance for conference presentation;
   c. Find coverage for any inpatient service; and,
   d. Pay back the time if he/she takes time off for conferences and/or interviews.

6. To be granted leave for conference days during leave restricted rotations, the program director may consider approval if:
   a. Proper coverage is arranged; and,
   b. The resident is a first author.

7. Because it may not be possible to approve this type of request, program approval must be granted **prior** to making any travel arrangements.