

September 23, 2009

To: Psychiatry Residents

From: Call Committee Chair Mary Lemberg on behalf of the Call Committee

Re: Call requests for *January 3, 2010 to June 30, 2010* are due on *10/8/2009*

### **Overview**

Please help us determine your call schedule for the next six months by completing the attached Call Request Form. This form allows you to indicate your preferences regarding:

- *when* you would like to be on vacation/have time off;
- *which* sites you would prefer to be on call;
- *which* holidays you prefer to work.

Review the instructions below before filling out the form. After you are done with the form, please return it to the Psychiatry Residency Office by:

- *submitting* the form in person to the envelope outside the office, or
- *faxing* it to 206-685-8952, or
- *mailing* it to Box 356560

Please return your form by *October 8, 2009*. If we do not receive a Call Request Form from you, we will assume that you have no preferences, but it does make the process more difficult, so please return your form! Also, any request forms turned in late will receive lowest priority in scheduling.

### **Instructions**

The Call Request Form is designed to allow you to indicate your preferences regarding when and where you would like to be on call for the next six months. While we try to grant as many requests as we can, we cannot guarantee that all wishes will be fulfilled. Make sure you let us know which of your requests is *most* important to you. The fewer restrictions you place on your call availability, the more likely it is that we will be able to honor your requests.

The left side of the form includes a calendar for the next six months. For each month, indicate your site and rotation, e.g., "HMC, inpatient" or "UWMC, consults." Then indicate which days you do not want to be on call by placing an "X" over those days. Holidays are in bold. Rotation switch days are underlined. You must be available to work during at least one holiday weekend.

The right side of the form asks more specific questions. First you should list at which sites you have taken call. As Harborview shifts will be made equal across classes, we are not ranking that site. However, please check whether you prefer the UW or VA, or you can check them both if you do not have a preference.

We are changing the way we track and assign holiday call this year. Each resident should be available to work during at least one holiday weekend. Holiday weekend shifts will be counted equally. Please let us know which holidays you are willing to work, and we will attempt to honor your requests, but cannot guarantee them.

Next, indicate your preferences for weekend call shifts: 10-12 hour days versus 12-14 hour nights versus 24 hour shifts (UWMC or VAMC).

If you are an R3 or R4, you may volunteer to do an extra week of first or second backup call, in addition to the baseline of one week of 1st backup and one week of 2nd backup. If you are selected for an extra week of backup, you will receive two call breaks for 1st backup or one call break for 2nd backup.

Please list the day you have your long-term continuity clinic. We try to avoid having you be post-call on your clinic day whenever possible.

Please indicate in section 7 the number of call breaks you believe you are owed this call cycle and describe any details so we can match this with our records (e.g. decreased FTE this cycle, called in on backup and could not get call paid back, etc.). If you have arranged an individual trade with a colleague for personal reasons, then please do not list this here. It is assumed that you will work it out with that resident individually.

Finally, indicate in section 8 ("Help us Help you") any special requests or circumstances. Although you may have let Dr. Cowley or your attending know about specific needs, please use this space to notify the call committee as well. Let us know which of your requests is *most* important to you. If you intend on working part-time or if you will be absent a significant amount of time (e.g., maternity leave, away rotation), please let us know – you may be eligible to have your call requirements reduced! The following situations qualify for reduction of call requirements: (1) part-time work (e.g., 70% time or 0.7 FTE's); (2) unpaid leaves of absence; (3) away rotations (e.g., Alaska rotation.) Also, if you have gone on an emergency unpaid leave of absence during the current six-month period, you may be owed call during the next six-month period. Please let us know in section 8 of the form.

#### **Final words**

Once you are done, please submit the Call Request Form, as instructed above. A draft copy of the call schedule will be distributed to residents about a month after we receive the forms, and the final schedule will be distributed about one week later. If you have any questions, please feel free to e-mail Mary Lemberg at [mlemberg@uw.edu](mailto:mlemberg@uw.edu).

