EM Clerkship Shift Trade Policy

1. Per the Loyola Stritch Academic Policy Manual, all **requests for time off are due 30 days prior to the start of the clerkship.** Requests that do not follow this policy will not be honored.
2. Students are allowed to request up to 3 days during the rotation which they are not scheduled to work clinically. The mandatory educational days are considered separate from clinical days and are not eligible for approved days off. Again, these requests are due 30 days prior to the start of the clerkship.
3. After the schedule has been released, students have one week to notify clerkship staff of any unanticipated scheduling errors (ie: shifts that do not follow the scheduling policy or shifts scheduled on days which a student had requested off more than 30 days prior to the start of the clerkship). Scheduling errors caused by staff will be corrected. Any conflict that arises between the date schedule requests were due and the date the schedule is released are not considered scheduling errors; it is the responsibility of the student to follow the trade policy (#4-7) to rectify these conflicts once the schedule is released to students.
4. After the schedule is released, we will only consider up to 2 emergent^ shift trades.
5. All shift trades* must comply with the EM Clerkship Scheduling Policy noted below. Note that items #1 and #2 of the EM Clerkship Scheduling Policy are based on the Loyola Stritch Academic Policy Manual and are therefore not within the clerkship's ability to alter.
6. All shift trades need to be approved by the clerkship director, the assistant clerkship director, or the clerkship coordinator. Please e-mail Renata Barylowicz and 'CC' Drs. Palmatier and Feliciano with any proposed trades. **Trades are not official or approved until confirmed by clerkship staff via e-mail**.
7. Exceptions to this trade policy are rare and only approved on a case-by-case basis. We will consider exceptions for residency interviews that cannot be rescheduled, board exams that cannot be rescheduled, and unanticipated health/family emergencies. Per Shift Trade Policy rule #8, you are responsible for arranging a trade with a classmate in the same block if an exception is made. If an exception is made, you will also be required to provide documentation to the department demonstrating the necessity of the trade (eg: residency interview invitations, official documentation of scheduled boards exam, a note from a doctor's office). If you fail to provide this documentation this may impact your professionalism evaluation.
8. The department is not responsible for arranging trades. It is the responsibility of the student to find a student in his/her/their rotation block who is willing to trade. Once a student has verbally secured a trade, e-mail Renata Barylowicz and 'CC' Drs. Palmatier and Feliciano.

^Emergent is defined as: needing to occur for a reason that was not known about at the time schedule requests were due.
*A shift trade is defined as: (a) the clinical responsibility for a single shift moving from one student to another student in exchange for the clinical responsibility of a second shift moving between the same two students or (b) the clinical responsibility for a single shift being replaced by the clinical responsibility of an alternative empty clinical shift, if one exists.

EM Clerkship Scheduling Policy

1. All students will have at least 10 hours between the end of one shift and the start of the next.
2. No student may work a morning or day shift immediately after completing an overnight shift. Students may, however, have more than 1 overnight shift in a row.
3. Students will be assigned to training sites and there is no allotment made for site preference.
4. All students must meet the following minimum shift requirements. Please note that these are minimums and, depending on scheduling needs for the block, students may end up with more than the minimum of these shift types.
    (a) 2 Hines or MacNeal or Gottlieb shifts +
    (b) 2 overnight shifts
    (c) 2 weekend shifts *

+Visiting students (non-Loyola students) are not scheduled Hines shifts and are unable to trade into a Hines shift for another student
*Weekend shifts are those defined as any shift including or falling between a Friday overnight and a Sunday overnight