

# The Medical College of Georgia

## House Staff Policies and Procedures

### Policy

HS 2.0 Educational Leave

### Source

Graduate Medical Education Office

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#### 1.0 Purpose

To provide guidelines regarding educational leave of House Officers in Training at the Medical College of Georgia.

#### 2.0 Procedure

The following procedures will be followed to grant House Officers leave from campus for educational purposes.

- 2.1 Residency education requires the experience of clinical work, formal instruction, reading, and discussion with other physicians and researchers in order to master the body of knowledge relevant to each specialty and to facilitate the life-long learning involved in continuing as competent physician and specialist.
- 2.2 Generally, the junior House Officers' primary duties will be in the hospital and clinics. However, as House Officers progress their Programs, increasing opportunities may be provided for them to interact with clinicians, educators and researchers at Institutions outside MCG.
- 2.3 Educational leave is not a right, but a privilege which may be granted contingent upon the House Officers' standing in their Program and the ability to benefit from the extramural educational opportunity. Approval for educational leave for a House Officer rests with the individual Department Chairperson, who should weigh the clinical, educational and research needs of their department and of the individuals, including House Officers, in their Departments.
- 2.4 First year House Officers should not expect educational leave, but there may be special circumstances, such as presentation of their own work at a scientific meeting, when PGY-1s may be allowed educational leave by the Department Chairperson.
- 2.5 Second year and more senior House Officers may be allowed educational leave not to exceed one week each academic year, subject to confirmation by their Program Director or Service Chief that their progress in Training is sufficiently satisfactory to permit the absence(s) and with the approval of their Department Chairperson. Additional leave time may be granted under exceptional circumstances if prior approval by the Department Chairperson is obtained. Total leave time at the VA cannot exceed 30 days and must be pre approved before taking leave.
- 2.6 J visa exchange visitors must contact the Graduate Medical Education Office prior to educational leave to obtain approval from ECFMG before any educational leave is approved.

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at the Medical College of Georgia.*