

Otolaryngology – Head and Neck Surgery Call Guidelines for Backup Residents

The backup resident call guideline will only take effect when a resident scheduled for call is sick and is unable to find someone to trade the call shift and there is not a scheduled resident taking 2nd call for that day and/or there is an outbreak of a pandemic disease affecting residents attending work. This call guideline was mandated by the Resident Education Chair in 2009.

1. What should I do if I feel that I cannot come to work and I am on call?

- Contact your daytime rotation supervisor and the chief resident of your rotation as soon as possible to notify them that you are unable to attend work and take call.
- If you are on call that weeknight, contact the chief resident responsible for the on-call schedule as soon as possible, so that the chief resident can notify the resident on the backup-call list (see below what backup-call list means) and the paging service of the change. If the chief resident is unavailable, check the residents' backup-call list so you can advise the resident and the paging service of the change.
- During weekdays, if you are unable to contact either the chief resident or the resident on the backup-call list, notify the Clinical Teaching Unit director.
- **On weekends**, call the physician on call to notify them as soon as possible that you are unable to work. Contact the resident on the backup-call list and advise the paging service of the change.

It is understood that in rare instances, the staff on call might be working by themselves.

The backup call list will function as follows:

If you are sick and unable to cover your call then the resident on 2nd call with you that day will take first call. If there isn't a resident taking 2nd call with you, then the resident scheduled to be on call for the following day will be your backup and will take your first call. The call list will continue to go one day ahead of schedule until the person who was sick can cover call again. After that, the call list will continue as previously scheduled for the remainder of the month.

2. When am I the resident on backup call, what are my responsibilities?

You are the backup call resident if you are the resident taking 2nd call for that day. If there is not a resident taking 2nd call with you, then the backup call resident will be the resident who is scheduled to be on call the next day. If you need to be on call as backup and you are not the resident taking 2nd call, all the residents will be notified of the change and will follow the backup call list instead until they are notified to go back to the regular on call list. The chief resident will be responsible for notifying all residents on the call list by e-mail of the change. You should be available by page, cell phone or phone number on the days that you are scheduled as backup call until 5:30 PM on weeknights and 9:30 AM on Saturday.

It is understood that if you have not been called to provide backup by 5:30PM on weeknights and 9:30 AM on Saturday, then you are free to carry on normal activities.

Approved January 25, 2010
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