

Otolaryngology/Head and Neck Surgery Reporting absences (sick, leave)

When a resident is absent from either being sick or other reasons, it is the resident's professional responsibility to ensure that appropriate people are notified as soon as possible so that appropriate arrangements for coverage have been made. We recognize that this will not always be possible, and it should be the exception. The following people need to be notified:

- Chief resident or a most senior resident in charge
- Assigned faculty supervisor for the day
- The program administrator

It is preferable to contact the appropriate people before the start of the morning rounds and the start of the assigned clinical work of the day. It will allow time for the Chief resident to rearrange the daily schedule.

The program administrator is responsible for keeping track of all residents taking a sick day (s) or day (s) off.

In certain circumstances, the resident may need to notify as well the Program Director. In such a case, the resident in question will receive instructions from the Program Director to do so.

Please, refer to the McMaster Postgraduate Medical Education policy on leave from the program, when indicated.

<https://pgme.mcmaster.ca/app/uploads/2019/02/Leaves-from-Program-Policy-Form-PGEC.pdf>