

Hi all,

We are approaching the time of year that many of our PGY-3+ residents will be completing interviews for fellowships or careers.

As a program, we want to support our learners in successfully attaining a position for additional training or employment as best we can.

In order to do so, we need your help. When you schedule/confirm an interview – let us know using the following Jotform: <https://form.jotform.com/242104798448060>

If the interview scheduled is a **“half-day interview”** meaning you can attend/complete the interview **AND** attend work fulfilling your typical clinical duties for >4 hours, then that counts as a day worked. This does **NOT** require using an “Interview Day” or other type of leave as below. **Note:** Half-day interviews can be either AM or PM.

- If AM interview, work in the afternoon (1300-1700 or later)
- If PM interview, work in the morning (0700-1100 or 0800-1200)

If the interview scheduled is a **“full-day interview”** meaning in order to attend/complete the interview you will need to be excused from clinical duties for the entire day, this will require utilizing leave time.

- Applicable residents will receive **2** “Interview Days” for the academic year separate from additional leave time (Holidays, Reading Days, Vacation).
- If you have additional full-day interviews requiring you to be excused from clinical duties this will come from “Holiday Worked”, “Reading Week”, or “Vacation Days”.

Resident Workflow:

- If on outpatient/ambulatory — fill out Jotform (Joe will notify affected attendings)
- If on consults – fill out Jotform (J.T. will notify affected attendings and fellows)
- If on core inpatient services (wards, MICU, CCU) – fill out Jotform
 - We will try to make reasonable schedule changes and ensure minimal staffing
 - Please note, if your interview leads to less than minimal staffing, you are expected to find coverage. If you need assistance finding coverage please contact Jeff or Alex
- If on Jeopardy (Hit List) fill out Jotform. A note will be made for chief on call.
- **If you schedule an interview with less than a week notice, please follow the above guidelines and also notify the chief on call**

If you do not have access to a physical space or setting that is conducive to completing a professional interview, please contact any of the chief residents. We are exploring options for residents to utilize campus office space.