



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate  
Medical Education, DIO  
Responsible Office: SMHS Office of GME  
Most recent revision:

## **POLICY ON PROCEDURE FOR TRAINEE NO-SHOWS FOR SCHEDULED WORK SHIFT**

### **Policy Statement**

---

Data show that GME trainees have higher levels of mental health disorders, suicidality, and substance abuse than the general population. Additionally, many trainees may not have extensive local family, friend, or community support.

Residents and fellows are expected to report to work on time for each assigned work shift. The purpose of this policy is to ensure trainee privacy and safety with a uniform GME protocol for trainee no-shows for scheduled work shifts.

### **Who Needs to Know This Policy**

---

All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

### **Policy Contact**

---

Associate Dean for Graduate Medical Education, DIO

### **Who Approved This Policy**

---

Graduate Medical Education Committee (GMEC)

### **History/Revision Dates**

---

Created: June, 2017  
Approved by GMEC:

## **Policy**

---

Permission for work absence or tardiness will be granted at the discretion of the program director or his/her designee. Program directors or their designees will establish and notify trainees of protocols for trainee-initiated contact to discuss absences or anticipated late arrivals to work as soon as possible, including whom to contact, when contact should occur and how contact should be made. At a minimum, the Program Director must be notified in advance of anticipated absences or late arrivals. Exceptions will be made at the discretion of the Program Director for confirmed emergencies.

Trainees are responsible for providing at least one emergency contact (name, phone number, and relationship) to the GME office. Trainees are required to update this information annually, or sooner as appropriate. The GW GME office will keep this information updated in MedHub, where it will be accessible to program coordinators, program directors, and other designated administrators of the program.

## **Protocol**

---

1. If a trainee is late for a scheduled work shift, he/she may be contacted as soon as this is noticed.
2. If, after two hours from the expected start time, the program director or his/her direct designee has not heard from the trainee regarding the absence, they will call the trainee's emergency contact to express concern that the trainee has not arrived for work.
3. The program director or designee may request that the emergency contact go to the trainee's home, or may contact the local jurisdiction's Police Department to request a wellness check
4. Program directors and their designees will NOT enter a trainee's home uninvited.
5. If program directors or their direct designees have increased concern for the wellbeing of an individual resident, they may activate the above protocol within the two-hour period after the shift start time.

## **Trainee Privacy**

---

Discussion of trainee absence or no-show for work should be limited to the program director, his/her designees, GWPD, the GME office, the Clinical Competency Committee, and others only as needed for trainee or patient safety. Preserving trainee privacy should be prioritized to the extent possible except where there is concern for trainee or patient safety.

Trainee personal information revealed to the program director, including health concerns, should remain private to the program director and his/her designees. It should be revealed to others with permission of the trainee or without permission only if needed for trainee or patient safety.

## **Resources for Trainees**

---

Please refer to the **GW GME Policy on Resident Counseling Services** at the following link:  
<https://smhs.gwu.edu/sites/default/files/Resident%20Counseling%20Services.pdf>

Trainees should review the **GW GME Policy on Leave of Absence** at the following link:  
<https://smhs.gwu.edu/sites/default/files/LEAVE%20OF%20ABSENCE%20POLICY%20102114.pdf>

In addition, disability benefits are outlined in the **Resident Manual** at the following link:  
[https://smhs.gwu.edu/sites/default/files/2017%20Resident%20Manual%20FINAL\(6\).pdf](https://smhs.gwu.edu/sites/default/files/2017%20Resident%20Manual%20FINAL(6).pdf)

For a comprehensive list of **GW GME Policies**, please refer to the following web site:  
<https://smhs.gwu.edu/academics/graduate-medical-education/about-gme/gme-policies>