

ATTENDANCE

Regularity of attendance is essential to the operation of a hospital and educational program. Attendance is mandatory on all days of clinical operations and for all other activities scheduled in the Medical Physics division (e.g., annual calibrations). Thus, policies and procedures have been developed for the timely notification of all appropriate parties in the event of an absence, as well as for requesting a formal excuse for the absence.

Residents are to be in the clinic at 7:30 a.m. each day and are not to leave the department/hospital during the scheduled work day unless they have permission from the Director of the Medical Physics Residency Program Director or in his absence, the staff physicists. A sample daily schedule is shown below; it does not reflect individual rotation requirements.

In the event that an illness or other significant extenuating circumstance precludes a resident from attending, all residents must notify the Program Director prior to the time of the required activity as far in advance as possible. *Messages left with another resident do not constitute appropriate notification.* If a resident is unable to reach the Program Director, they should contact the staff physicists in the Medical Physics Division (x4466) to report their absence prior to the time of a clinic or other mandatory activity.

To request for an excused absence (vacation/meeting) or document sick time a resident should fill out the "Time away request" form and submit it to the Program Director. The form should be approved by the Program Director, Chief Physicist, and Department Chair *before* the planned vacation/meeting time. Failure to follow these procedures will result in an unexcused absence.

SAMPLE DAILY SCHEDULE

7:30 – 8:30 Chart Rounds, Review of Patient Planning Progress and Daily Tasks

9:00 – 11:30 Treatment Planning, CT Simulations, Image Fusions, etc.

Throughout the day:

Review literature

Collect and analyze data

Document findings

Meet with mentor

Work on rotation report

Called to machines to observe/perform procedures

5:00 – 6:00 Patient-specific QA, monthly QA, electron cut-out, QA documentation, analysis and reporting

LUNCH BREAKS

Often the clinical activities are performed during lunch hours where residents are expected to attend. Lunch breaks may be taken after all clinical activity or QA checks are completed. If you leave the premises you must notify the staff physicists in the Medical Physics Division (x4466).

Lunch breaks are not to exceed one hour and are at the discretion of the Program Director/Staff Physicists, depending on the clinic needs.

EXTENDED HOURS FOR CLINIC ACTIVITIES

Most of the clinical measurements and patient-related tests are performed when the accelerators are available, usually after all daily patient treatments are completed. The residents must finish all assigned/necessary clinical activities before leaving for the day unless they have an explicit permission of a staff physicist to leave.