Department of Pathology and Laboratory Medicine
Anatomical Pathology Residency program

AWAY RESIDENT HAND-OFF POLICY

This policy outlines the responsibilities of the resident in AP prior to a vacation or other absence.

1. Notification Policy
   a. Vacation or extended absence:
      1) Notification:
         1. The resident must send an e-mail reminder to the academic secretary and copy the program director. The academic secretary will then ensure the following people are notified of the absence:
            a. Histology Lab Manager
            b. Gross Room Supervisor
            c. Path. Assistant Supervisor
            d. Transcriptionist Supervisor
            e. Program Director
            f. Chief Resident
         2. The resident should leave a clearly visible sign at their desk indicating their absence and date of return
         3. If the resident is sick or needs to take an unexpected leave for the day, an email should be sent to their supervisor, the Program Director, the Chief Resident and the Program Administrator by 9:00 am on the day of the requested leave. Otherwise, this will be regarded as a normal working day.
         4. If the resident is not planning to respond promptly to e-mails, an "out of office" e-mail function must be implemented with the following information:
            a. Dates Away
            b. Instructions to contact the chief resident (with e-mail contact information) for any issues
   2) Case Accessioning
      1. It is the responsibility of the resident to ensure the following:
         a. no outstanding cases are in the possession of the resident, with the exception of autopsy cases
         b. no outstanding cases are in the powerpath queue for the resident, with the exception of autopsy cases
         c. no cases are planned to be accessioned to the resident for the duration of the absence
b. **Sick Day or Early Departure**

1) The resident **must meet in person** with the Supervisor and Program Director and send an e-mail stating the absence as early as possible with **arrangement of coverage** (from Grossing, sign-out, Frozen section duties) to notify the following:
   1. Staff pathologist for the day of absence
   2. Program Director
   3. Chief Resident
   4. Academic program secretary

2) The resident **must** ensure cases requiring attention during the absence are handed over to the corresponding staff pathologist:
   1. If the resident has ‘daily sign-out’ in their possession, instructions **must** be communicated by e-mail or phone to the attending staff where to find the cases
   2. Any additional cases in the possession of the resident that require attention **must** be communicated to the appropriate staff

2. **Case Handover Policy**

For any absence, it is the responsibility of the resident to ensure that all cases requiring immediate attention are transferred. When transferring cases to attending pathologist(s), the resident will provide a summary of the status of each case, including issues such as (but not limited to) cases awaiting second opinion, cases awaiting special stains or immunostains, and cases awaiting clinical correlation.

3. **On-Call Switch:**

   Resident on-call switch must be approval by the Chief Resident and the Program Director and documented. Once approved, the Chief Resident will inform Stacy Wells so that Joanne can notify locating and other appropriate personnel in a timely fashion. The resident on-call must confirm the change with locating and in the hospital website.

*Revised June 5 2015*