

IMA Scheduling Requests Guide 2025-2026

1. In order to ensure patient access and continuity at IMA, **a maximum of 25% of scheduled continuity clinic sessions can be cancelled by residents during each clinic block with exceptions listed below.** This means:
 - **Up to TWO half-days of continuity clinic can be cancelled during your regular 10 session clinic block**
 - I.e., you must attend **at least 8 clinic sessions** during these regular blocks OR 75% of scheduled sessions
 - **Up to ONE half-day of continuity clinic can be cancelled during your OP-ELEC blocks**
 - I.e., you must attend **at least 3 clinic sessions** during these OP-ELEC blocks with **at least 1 clinic session scheduled each of the 2 week block**
 - **You may also request to shuffle ONE of your half-day continuity clinic sessions during OP-ELEC to another time within your normal color team template**
 - This request must be discussed with the chiefs and will need to be approved by IMA leadership.

2. In order to accommodate fellowship or job interviews, the allotted clinic cancellations for those interviewing is as follows:
 - **TWO half-days during OP-ELEC blocks** (i.e., you must attend at least 2 continuity clinic sessions during these blocks).
 - ***NEW* FIVE half-days during your regular 10 session continuity clinic block** (i.e., you must attend at least 5 clinic sessions during these blocks).

3. **Please note that swapping clinic sessions between residents is NOT allowed under any circumstances.**

<i>Type of Request</i>	<i>Lead Time</i>	<i>Resident's Responsibility</i>
<u>Half Day</u> - (2) requests per academic year - POMA and Asthma clinic cannot be cancelled; if need to miss, have to find a swap for coverage	Minimum of 6 weeks	If a request is made with fewer than 6 weeks in advance, the resident may be asked to apply a wellness day and maintain the minimum number of clinic sessions as outlined above.
<u>Wellness Day</u> - (1) request per quartile (this is the same set of WDs as those offered on inpatient medicine) - POMA and Asthma clinic cannot be cancelled; if need to miss, resident must find a swap for coverage - Only full-day cancellations, even if you are taking (1) clinic session off - See policy from inpatient for details	Minimum of 1 week	The administrative team will reschedule and contact patients but residents may be asked to outreach to respond to urgent medical needs.
<u>Fellowship / Job Interview</u> - (5) requests per resident, with (1) request per continuity clinic session - Must maintain at least (2) or (5) continuity clinic sessions during OP-ELEC or OP blocks respectively	Minimum of 4 weeks (if possible)	If a request is made within 1 week, utilisation of sick call coverage may be required.

- See policy as outlined above		
<u>Step 3 *NEW*</u> - (2) requests per resident during their training	Minimum of 6 weeks	If a request is made with fewer than 6 weeks in advance, <u>the request may be denied.</u> The administrative team will reschedule and contact patients but residents may be asked to outreach to respond to urgent medical needs.
<u>Jury Duty</u> - (1) request per resident during their training	Minimum of 6 weeks	You may be excused from 1 day at IMA for jury duty summons that cannot be delayed.
<u>Night Call Swap</u> - As needed	2 business days	These requests involve multiple system updates, so please give as much notice as possible. Please keep this in mind when requesting for weekend swaps.
<u>Research Conference *NEW*</u> - Half Day and Wellness Day requests for Research Conferences now only need to maintain at least (2) or (5) continuity clinic sessions during OP-ELEC or OP blocks respectively - At least (1) continuity clinic session maintained per week	Minimum of 6 weeks	These requests still need to follow all other lead time and clinic requirements. <u>Please discuss all Research Conference requests with the chiefs.</u>