

HOW TO FILL OUT THE CALL REMUNERATION FORM

Sept 2011

You can print up the form and fax it, or open the form (Word document) and fill it in electronically, then save the form and email it to Joanne Mauratt, Program Administrator.

Joanne.Mauratt@albertahealthservices.ca Fax# 403 943 4848

1. Enter your name.
2. The AHS Employee ID# is the number provided to you at the outset of residency if you are a Ministry Funded Resident. You can find it on your pay stub, or via E-People. It is NOT your Alberta College ID number. If you cannot find your number, please contact Wendy Mitchell, Program Coordinator, Medical Education Office at 403 943 1253.
3. Enter 'Pulmonary' for Rotation, the block number (1 to 13) and the date of the Rotation (e.g. Sept 26th to Oct 23rd).
4. In the table, enter the dates of call – any format you wish (e.g. 17th or Sept 17th) and the corresponding type of call (H, I or S) in the appropriate column (weekday or weekend – please note Friday is a 'weekday'). Please see the 'Definitions of Call' document, which is taken directly from the PAIRA website, as of 2011.
5. In practice, for Pulmonary, you will be using either H or S (NOT I). According to the definitions of call, S will be used if you are in the hospital during the call period for at least FOUR hours AND one of those hours occurs between 12AM and 6AM.
6. For a ONE month Pulmonary Rotation, we would anticipate that you would enter 7 dates for call remuneration assuming that there are no holidays taken during the rotation (based on 1 in 4 call – 1 weekend and 4 weeknights). If you take holidays or are away on conference time, you may have less call days submitted.
7. Please send the form to Jo-Anne during the last week of your rotation. Submission deadlines can be found on the document titled "Rotation Changeover and Deadlines 2011-2012" on the website.
8. You should submit one form for each block (1 month). If you are doing a 2 month Pulmonary rotation, please send TWO forms, one for each block.

EXAMPLE of a completed form, done for BLOCK 4 Pulmonary at RGH in 2011

This resident did 7 calls – 1 weekend (Oct 8,9th Sat, Sun) and 5 weekdays (27,29,7,12,19).

Friday is considered a weekday for call purposes. The 8th and 9th are entered in the far right column as they are weekends.

On most dates, H is entered as Pulmonary is Home Call. On the 12th, the resident came in at 9 PM and stayed in the hospital until 130 AM. Thus, they were in hospital during the call period

for at least 4 hours, of which one hour was between 12 AM and 6 AM, hence they qualify for 'S' or switch call, which is remunerated at the same rate as In-House Call.

RESIDENT CALL REMUNERATION SUBMISSION FORM (PULMONARY)

NAME: JANE DOE

AHS EMPLOYEE ID #: 999999

ROTATION: PULMONARY

BLOCK: 4

DATE OF ROTATION: Sept 26 to Oct 23 / 2011

SITE: RGH

DAY OF ROTATION	WEEKDAY CALL (H, I or S)	WEEKEND/HOLIDAY CALL (H, I, or S)
27	H	
29	H	
7	H	
8		H
9		H
12	S	
19	H	

H = Home Call I = In-house call S = Switch Call

In practice, use H or S as Pulmonary is Home call - See 'Definitions of Call' for further details (website)

See "How to fill out Call Remuneration Form" for details (on website)

Return form electronically or via fax to Joanne Mauratt Joanne.Mauratt@albertahealthservices.ca