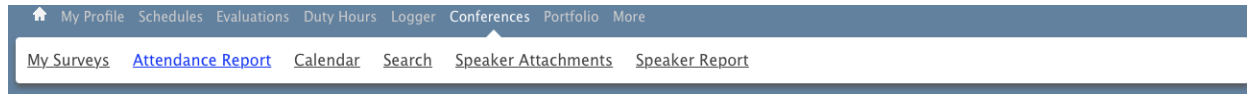


Conference Attendance FAQs

How do I check my attendance?

- After each conference you should receive an e-mail with a survey for each conference that you attended. If 3 days go by and you have not received an e-mail about a conference you attended then talk to Tracey Roots.
- To check your current conference attendance in New Innovations:
 - Click on “Conferences” and “Attendance Report”



- Select the current academic year and then “View Report”
 - If you’d like to see individual lectures then make sure to click the “include details in this report” box before hitting “View Report”

The screenshot shows the 'Report Setup' form with the following sections:

- Report Setup**
 -
 - Choose a Date Range: From 7/1/2015 To 7/28/2015 Or Choose an Academic Year: 2015 – 2016
 - Only show conferences that are required and covered by one of the attendance requirements
- Report Format**
 - Include details in this report. (Summary of totals is always included)
- Report Filters - optional**
 - Filter by Rotation
 - Filter by Category
 -

- Look ALL THE WAY TO THE RIGHT. You are looking at the “% Credit Hours Earned” column. The % is your conference attendance (must be >70% for a year) and then there are the hours you have been present at conference and the number of hours of conference offered.
 - The other columns are close...but not accurate. Ignore them.

Status	Category	# Conferences	# Required	# Present	Tardy	Excused	% Required	% Attended	% Credit Hrs Earned
PGY 3		1	1	1	0	0	70%	100%	
	Department of Emergency Medicine/EM: Residency Program :: Journal Club	1	0	1	0	0	70%		
	Department of Emergency Medicine/EM: Residency Program :: Lecture	18	18	14	0	0	70%	77.78%	
	Totals:	20	19	16	0	0	-	84.21%	70.00% (14 of 20 hrs)

My attendance is wrong, what do I do?

- Contact Tracey Roots who will direct you to the correct person if it is not a simple mistake.

Does conference count as duty hours?

- Conference counts toward TOTAL duty hours but does not have a time off requirement before duty.

- Interns may not be in hospital for a TOTAL of longer than 16 hours. So if you stay for conference after a shift or come to conference and go to a shift your start to end time cannot be more than 16 hours.
- Technically PGY2 and PGY3 residents can be in the hospital for a TOTAL of 24 hours but then require at least 14 hours off. Therefore we typically will use the 16 hour rule that applies to interns.

When am I “excused” from conference?

- Only when you are on vacation or a GME excused leave of absence

If I cannot make conference because of my schedule (ortho nights, on an ICU that will not let me away, or an away elective) am I excused from conference?

- NO. We require 70% conference attendance. The 30% we do not require falls into this category.

What should I do if I am working the following in the ED?

- Coming off a 9PM-7AM shift and working 9PM-7AM shift that night?
 - Can come to conference from 0800-10AM and then go home and sleep.
- Coming off a 9PM-7AM shift and not working that night?
 - Can come to conference from 0800-10AM and then go home and sleep
- Coming off a 5PM-3AM shift and working a 5PM-3AM shift that night?
 - Technically you could come from 11AM onward, but best not to come on these days.
- Coming off a 5PM-3AM shift and not working that night?
 - Technically you could come from 11AM onward, but best not to come on these days.
- Coming off a 12PM-10PM shift the day before and working a 12PM-10PM shift that day?
 - Can come to all of conference and should come to final 3 hours.
- Not working the day before conference but doing a 12PM-10PM shift that day?
 - Can come to all of conference
- Not working the day before conference but doing a 1700-0300 shift that day?
 - You can come to all of conference if you’d like and then go home and come back for your shift.
 - Or you can come into conference at 11AM and stay until your shift is over at 3AM.
- Conference day is my only day off in the ED, what should I do?
 - If this is truly your single day off over the last 7 days then you cannot come to conference as it would be a duty hour violation
 - If you have had a day off in the last 7 days then you can come to all of conference.

What are the rotation specific conference expectations? (Remember vacation is excused and the caveats for EM specific blocks are listed above)

EM1

Rotation	Expectation
Intro to EM	All
AEM	All
MRICU	When possible
US	All
PEM	All
Trauma	When possible
Anesthesia	All
Ortho	None
Ob/Gyn	Nights (none), if on days then when possible
AEM/VA block	All
Internal Medicine	When possible

EM2

Rotation	Expectation
AEM	All
Community EM	All
VA EM	All
AEM-N	Until 10AM
CDU	All
Tox	All
STICU	When possible
CSICU	When possible
ACE	When possible (round on your patients first and get over here)

EM3

Rotation	Expectation
AEM	All
AEM-N	Until 10AM
PEM	All
Elective	All
EMS	All
PICU-N	None
STICU-N	None

If I'm scheduled for the 12PM-10PM shift on a conference day, when do I go to my shift in the ED?

- You start after conference at 1PM

What happens if I do not make 70% conference attendance for the year?

- Administrative action will be taken including but not limited to: failure to promote, probation, and residency extended without pay to complete requirements.

Can I “make up” conference?

- You can use asynchronous credit to get you up to and above your 70% conference attendance. This may only be up to 20% of conference attendance and must be an approved activity (see policy on VCUEM website)

How do I get asynchronous credit?

- Review the asynchronous credit policy and resources on the VCUEM website and submit proof.

My asynchronous credit is not showing up in New Innovations, why not?

- Asynchronous credit is not easy to add to New Innovations and so must be done in large chunks. Typically we will try to do this twice a year (during your semi-annual reviews). If there are questions you can contact Michael Moss for your current tally of asynchronous credit.