

**Mount Sinai Emergency Department
Resident Schedule Request Deadlines 2007-2008**

Block	Block Dates	Request Due Date
1	7/1-7/29	Past
2	7/30-8/26	6/22
3	8/27-9/23	7/16
4	9/24-10/21	8/13
5	10/22-11/18	9/10
6	11/19-12/16	10/8
7	12/17-1/13	11/5
8	1/14-2/10	12/3
9	2/11-3/9	12/31
10	3/10-4/6	1/28
11	4/7-5/4	2/25
12	5/5-6/1	3/24
13	6/2-6/30	4/21

Schedule requests are generally due 6 weeks prior to the start of the block. To submit any requests for your ED rotation, please email the appropriate site chief (Ted for Sinai and Marlaina for Elmhurst) before the deadline listed above. If you are submitting more than one request per block, please prioritize them. Because staffing needs and patient care are our priority in the ED, schedule requests cannot be guaranteed. Requests made before the deadline are granted in order of request priority, and resident seniority, as available.

If you have a schedule request to make for a given block *after* the above deadline, it will be your responsibility to arrange coverage for the days in question and email the site chief for approval. These arrangements should not violate RRC regulations for any resident involved and do require prior approval.

Please keep in mind RRC resident work hour requirements. Also note that only senior EM residents can cover other EM senior shifts. Please submit all requests, questions, or concerns via e-mail. All shift swaps must be emailed to the site chief for approval. If you have any questions or special requests to make, please email the site chief.

Thank you,

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