

## HOW TO FILL OUT THE RESIDENT CALL REMUNERATION FORM

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 Renee Ryan ([renee.ryan@ahs.ca](mailto:renee.ryan@ahs.ca)), Program Administrator.

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 (eg Sept 26<sup>th</sup> to Oct 23<sup>rd</sup>).
4. In the table, enter the dates of call – any format you wish (eg 17<sup>th</sup> or Sept 17<sup>th</sup>) 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 PARA website (<http://para-ab.ca/wp-content/uploads/2018/12/PARA-Final-Agreement-2018-2020-2.pdf>)
5. In practice, for Pulmonary, you will be using either H or S ( NOT I ). According to the definitions of call, residents who have been scheduled for Home Call and end up spending more than 6 hours in hospital during the call period will qualify for the Switch Call stipend. The old rule for residents who end up spending more than 4 hours in hospital of which more than 1 hour is between midnight and 6 am will continue to apply.
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 Renee Ryan ([renee.ryan@ahs.ca](mailto:renee.ryan@ahs.ca)) during the last week of your rotation.**
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 2012

This resident did 7 calls – 1 weekend (Oct 8,9<sup>th</sup> Sat, Sun) and 5 weekdays (27,29,7,12,19). Friday is considered a weekday for call purposes. The 8<sup>th</sup> and 9<sup>th</sup> are entered in the far right column as they are weekends.

On most dates, H is entered as Pulmonary is Home Call. On the 12<sup>th</sup>, 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 / 2012

**SITE:** RGH

Date OF ROTATION	WEEKDAY CALL ( H, I or S )	WEEKEND/HOLIDAY CALL ( H, I, or S )
Dec 27	H	
29	H	
Jan 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 Program Administrator, see <http://www.departmentofmedicine.com/respiratory-medicine/resp-education/> (bottom of page) for contact information

Updated April 2019