

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Graduate Medical Education

PROTOCOL: Unscheduled Absence Protocol	
Approved by: GMEC	Page(s): 1 of 2
Approval date: 11/5/2024	Reviewed date:
Effective date: 11/5/2024	Revised date:

Protocol:

If a trainee has not reported to their scheduled shift within one hour of the shift start time, and has not provided notice, this should be considered as an unscheduled absence. Since all vacation, sick, administrative, or other absence from the program is to be reported in New Innovations, the PD/APD/Program Administrator will verify the trainee is not on approved leave by checking New Innovations block schedule. Once it is confirmed the trainee is not on approved leave, the following steps should be taken.

1. PD/APD/Program Administrator will attempt to contact the trainee by calling their phone number on record.
If the trainee does not answer, the PD/APD/Program Administrator should leave a voice message requesting a call back as soon as possible. If the trainee does not respond within four hours, the PD/APD/Program Administrator shall:
 - a. check with other trainees to see if they are aware of the trainee's whereabouts
 - b. conduct a local police inmate search to verify the trainee is not incarcerated
 - c. contact the local police department via their non-emergency number and request a welfare check; ask to receive follow-up from the police department if the welfare check is unsuccessful
 - i. program staff/trainees should not be asked to perform a welfare check
 - d. if the welfare check is unsuccessful, contact the individual's emergency contact.
 - i. ask the emergency contact to contact the program if they hear from the trainee
2. Trainee contacts program and identifies reason for unscheduled absence
 - a. PD may require the trainee to meet with CHaMP before returning to their regular shift
 - b. If the trainee is suspected to be impaired due to substance or alcohol use, the PD may place the trainee on administrative leave pending implementation of the *Resident Impairment and Substance Abuse Policy* found in the resident manual. COM HR and UFHR Employee Relations must be notified immediately.
 - i. PD requests immediate drug screen if trainee is suspected to be acutely impaired; program administrator has access to set up screening through LabCorp
 - c. Positive drug screen results or repeat offenders may be referred to PRN for an evaluation
3. Trainee has not reported for duty on or after day two
 - a. contact the DIO or designee in the Office of Graduate Medical Education
 - b. contact CHaMP to help support the program, as needed
 - c. contact the local police department via their non-emergency number and request a second welfare check

Terms:

Unscheduled Absence: any trainee who does not report to their scheduled shift within one hour of the shift start time, without notice

PD: Program Director

APD: Associate/Assistant Program Director

DIO: Designated Institutional Official

Trainee: resident, fellow, or post-doctoral associated in an accredited or non-accredited training program

Contact Information:

Jacksonville Sheriff's Office Non-Emergency

904-630-0500

Jacksonville Sheriff's Inmate Search

[Inmate Search \(Jax Sheriff's Office\)](#)

Clay County Sheriff's Office Non-Emergency

904-264-6512

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Clay County Sheriff's Inmate Search	Inmate Search (Clay Sheriff's Office)
Nassau County Sheriff's Office Non-Emergency	904-225-5174
Nassau County Sheriff's Inmate Search	Inmate Search (Nassau Sheriff's Office)
St. John's County Sheriff's Office Non-Emergency	904-824-8304
St. John's County Sheriff's Inmate Search	Inmate Search (St. John's Sheriff's Office)
Physicians Resource Network	800-888-8PRN https://flprn.org
Center for Healthy Minds and Practice (CHaMP)	904-244-8332
UF Employee Assistance Program	https://eap.ufl.edu