Scheduling Like a Pro

Joseph Gibney

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Scheduling like a Pro

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CORD 2020
New York, NY
Financial Disclosure(s)

• I have no actual or potential conflict of interest in relation to this program/presentation.

• If someone wants to give me a reason to have a conflict of interest (i.e. $), see me after the presentation 😊
Ocala Regional Medical Center: EM Residency

- Central Florida
- First Class Graduates 2020
- Class Size: 7
  - 21 total residents
- Level II Trauma Center
- Comprehensive Stroke Center
- Chest Pain Center
Me, and the Residency

- Chief since April 2019
- Scheduler since September 2017
### How I became scheduler

#### August 2017

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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**Notes:**

- A: Vir Sing
- C: Joe Gib
- O: Jason L, Nick Mc
- Michael
- Lee Bar
- Samyr
- Ferras
- Elbadri

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**Dates marked:**

- 6: Vir Off
- 7: A-Vir
- 8: A-Vir
- 9: B
- 10: A-Vir
- 11: A-Vir
- 12: Joe Off
- 13: Joe Off
- 14: A-Joe
- 15: A-Joe
- 16: B-Joe
- 17: A-Joe
- 18: A-Joe
- 19: Joe Off
- 20: Vir Off
- 21: A-Vir
- 22: A-Vir
- 23: B
- 24: A-Vir
- 25: Joe Off
- 26: Joe Off
- 27: Joe Off
- 28: A-Vir
- 29: A-Vir
- 30: A-Vir
- 31: A-Vir

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**Handwritten notes:**

- Days: 7/6/2017

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**Miscellaneous:**

- 7/6/2017
- OcalaEM
- Rez.net

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**Calculation:**

- Total days marked: 42
Some statistics

- 2 Block schedules created
- 280 unique EM blocks scheduled
- By end of academic year 2020
  - Appx. 50,000 EM resident hours scheduled
  - Appx. 25,000 off-service hours scheduled
What our schedules look like now...

<table>
<thead>
<tr>
<th>Block 5, 2023 EDC master schedule</th>
<th>2 days</th>
<th>5 weeks</th>
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<td>Mon</td>
<td>Elect</td>
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<td>22-04</td>
<td>Tue</td>
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<td>23-04</td>
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<td>24-04</td>
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<td>25-04</td>
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<td>26-04</td>
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<td>03-05</td>
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<td>Elect</td>
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</tbody>
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How to be a good scheduler...
Be intentional

• Parameters and priorities

• Have a protocol

• My recommendation: Create a master calendar
  – Conferences
    • Weekly, state, national
  – Mandatory trainings
  – Wellness events
  – Exams
Set expectations

- Starts when you become chief

- Buy-in from faculty and fellow chiefs
  - Unified message
  - Communicate early and often
Be transparent

• Be able to explain your decisions
• Ask for help when you need it
• Avoid helping yourself first
Balance fairness and flexibility

- Perfection is not achievable
- Consider the human element
  - Put yourself in their shoes
- Avoid boxing yourself into a corner
- Know your residents’ preferences
Find joy
Questions?

https://media0.giphy.com/media/KINAUcarXNxWE/giphy.gif