

**INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY**

**SUBJECT:** Educational Leave

**DATE EFFECTIVE:** March 13, 2013

**POLICY:** Educational Leave

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**I. PURPOSE:**

The Graduate Medical Education Committee (GMEC) strongly supports Trainees' attendance as participants and presenters at regional and national conferences to contribute to academic scholarship. This policy is designed to encourage consistency across all training programs, and to safeguard the quality of patient care and Graduate Medical Education (GME) at Children's National Hospital (CH), while providing flexibility to best meet the needs of Trainees.

**II. POLICY SCOPE:**

All Accreditation Council for Graduate Medical Education (ACGME) accredited or non-ACGME residency and fellowship programs sponsored by CH.

**III. DEFINITIONS:**

*Trainee*

Trainee refers to all interns, residents and fellows participating in ACGME accredited, or non-ACGME training programs sponsored by CH.

*Training Program*

Training program or program refers to an ACGME accredited or non-ACGME internship, residency or fellowship training program sponsored by CH.

**IV. POLICY:**

The GMEC and Designated Institutional Official (DIO) at Children's National Medical Center support ongoing professional development of Trainees.

Educational leave requests are not guaranteed. Approval is granted at the discretion of the training program director with a recommendation of seven (7) days per academic year. The training program director has flexibility to grant fewer or additional days to allow the Trainee to meet the program's

objectives.

Educational leave should be requested in writing with a minimum of one month notice. Trainees may consult with the GME Office for any issue pertaining to educational leave after first discussing with their training program director.

V. **APPROVAL**

Approved by:



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DIO/Vice Chair, Medical Education

5/8/2024

\_\_\_\_\_  
Date

VI. **REVIEW OR REVISION DATE**

Approved by the GMEC: March 13, 2013

Modified and Approved by the GMEC: January 20, 2017

Modified and Approved by the GMEC: March 13, 2019

Modified and Approved by the GMEC: September 9, 2020

Reviewed and Approved by the GMEC: October 13, 2021

Reviewed and Approved by the GMEC: June 15, 2022

Modified and Approved by GMEC: September 13, 2023

Reviewed and Approved by GMEC: May 8, 2024