

Emory Obstetrics and Gynecology QGenda Operating Guidelines

As of January 2016

Faculty Responsibilities

- **Each faculty member must own their schedule**
- Each faculty member should enter their own requests and swaps
 - in accordance with all published guidelines
 - as far in advance as you know them
 - in accordance with due dates
- Each faculty member is responsible for regularly monitoring the following:
 - Your clinical schedule
 - Your QGenda published schedule
 - Leave or call related due dates
 - Pending swaps and requests
 - Emory email account for updates and QGenda communication

Schedule Publication

- Division QGenda administrators will work toward schedule publication 6 months in advance unless otherwise noted
- Division QGenda administrators will respond to requests and swap approvals within 5-10 business days
- Schedules are subject to change based on division Qgenda administrator and specific rules

Requests

- Allocations for PTO and Professional Leave remain the same
 - tracked and allocated according to the academic year (September 1 – August 31)
- Usage of new “other” requests will be monitored
 - you will be required to indicate an appropriate timeframe for each request
- For details on “no call” please see your specific call pool guideline handout

Request Type	Request Examples/Notes	Routed to for Approval	MUST include Note	Prompted to indicate timeframe
PTO / Vacation	Replaces paper form	Division QGenda Administrator		
PL / Professional Leave	Replaces paper form	Division QGenda Administrator	X	
Other / Away	Replaces paper form	Division QGenda Administrator and Dr. Horowitz	X	
AM off / PM off	Personal - cannot be otherwise scheduled	Division QGenda Administrator	X	X
Academic AM / Academic PM	Teaching a course / lecture	Division QGenda Administrator	X	X
Admin AM / Admin PM	Required work related meeting – cannot otherwise be scheduled	Division QGenda Administrator	X	X
No call	See division specific call guidelines	Call Pool Admin		
Grady only: Labor Nights and Labor Weekends		Drs. Lindsay & Flowers		

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QGenda Administrators

- EHC Generalists – John Horton
- Family Planning and Adolescent Reproductive Health – Carrie Cwiak
- Gynecologic Oncology – Alan Gordon
- Gynecologic Specialties – Alan Gordon
- Grady Generalists – Lisa Flowers
- Female Pelvic Medicine & Reconstructive Surgery – Gina Northington
- Maternal Fetal Medicine – Michael Lindsay
- Maternal Fetal Medicine (clinical assignments only) – Iris Krishna
- Grady (clinical assignments only) – Lisa Flowers / Michael Lindsay
- Reproductive Endocrinology and Infertility – Jessica Spencer
- Reproductive Endocrinology and Infertility (clinical assignments only) – Meaghan Bowling
- Nurse Midwifery – Denise McLaughlin
- EHC Advanced Practice Providers – Chris Coppinger
- All – Ira Horowitz, Penny Castellano
- Backups – Georgia Brogdon, Samantha Griner, Emily Ryan, Khristi Jackson

QGenda Resources

- Generalist Division and Midwifery colleagues
- QGenda Administrators and Department Administrative Staff
- G Drive QGenda Folder
 - Expanded slideshow
 - Quick Guide to QGenda Website
 - Latest Division Specific Call Handouts with All Associated Due Dates
 - Videos
- QGenda Service Line (9am-6pm M-F) : 770-399-9945 ext. 2