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

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Request Examples/Notes</th>
<th>Routed to for Approval</th>
<th>MUST include Note</th>
<th>Prompted to indicate timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO / Vacation</td>
<td>Replaces paper form</td>
<td>Division QGenda Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL / Professional Leave</td>
<td>Replaces paper form</td>
<td>Division QGenda Administrator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Other / Away</td>
<td>Replaces paper form</td>
<td>Division QGenda Administrator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AM off / PM off</td>
<td>Personal - cannot be otherwise scheduled</td>
<td>Division QGenda Administrator</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Academic AM / Academic PM</td>
<td>Teaching a course / lecture</td>
<td>Division QGenda Administrator</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Admin AM / Admin PM</td>
<td>Required work related meeting -- cannot otherwise be scheduled</td>
<td>Division QGenda Administrator</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>No call</td>
<td></td>
<td>Call Pool Admin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grady only: Labor Nights and Labor Weekends</td>
<td>See division specific call guidelines</td>
<td>Drs. Lindsay &amp; Flowers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emory Obstetrics and Gynecology QGenda Operating Guidelines
As of January 2016

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