Resident/Fellow Block Schedule Change Form  
(Accompanying Work Hours Tracking Policy)  
*A separate form should be filled out for each resident affected

Name of Resident/Fellow ____________________ Date ____________________

Name of Dept. /Program ____________________________________________

Rotation requested for change:

Current Rotation Name(s): ___________________________/__________________________

Date(s) ___________________/ __________________________

Hospital/Training Site 1 ____________ Hospital/Training Site 2 ____________

Hospital/Training Site 3 ____________ Hospital/Training Site 4 ____________

New Rotation Name(s): ___________________________/__________________________

Date(s) ___________________/ __________________________

Hospital/Training Site 1 ____________ Hospital/Training Site 2 ____________

Hospital/Training Site 3 ____________ Hospital/Training Site 4 ____________

☐ FTE Counts will remain the same:

  • Coordinator: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

  • Administrator: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

  • Program Director: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

☐ FTE Counts do not remain the same:

  • Coordinator: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

☐ Changes are reflected in the block schedule in New Innovations for all residents affected.

  • Administrator: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

☐ Changes are reflected and highlighted in Red on the FTE Schedule for all residents affected.

  • Program Director: ____________________________ ____________________________ __________________________
    Name (print)  Signature  Date

  • Adjustments to the schedule must ensure that the FTE counts are consistent.