***DRAFT***

**VADA Work guideline document 2023**

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**Preamble:** This is a revision of the document ‘***VA Department of Anesthesia – Guidelines Regarding Work Patterns, November 2016’***. The revision was requested from the VADA Executive Committee as the previous document was no longer reflective of how department members were working within Vancouver Acute. The purpose of this document is to define the work contribution limits that are expected of all VADA members. These work contribution limits will enable accurate workforce planning as well as emphasize the need for an academic and administrative contribution from all department members. The Work Guideline Committee also wanted this document to reflect the departmental culture of supporting the health and wellbeing of our members.

For the purposes of this document ‘**work’** (as previously defined) is, clinical, administrative or academic activities approved by the VA Department of Anesthesia and Perioperative Care. Clinical activities include perioperative care in VGH and UBCH’s ORs, ICUs, PACUs and CSICU, preoperative assessment of patients and pain management (acute and chronic). Academic and Administrative work would be associated with Vancouver Acute and or UBC Faculty of Medicine, Department of Anesthesia, Pharmacology and Therapeutics.

**Work contribution limits**:

Members of VADA are required to commit to work a minimum of 120 weekdays per calendar year.

For members of VADA who also hold a VA ICU position or UBC Academic Faculty position, at least 60 of these weekdays are required to be clinical anesthesiology days.

**Leave guideline:**

VADA supports members taking leave away from work as required to provide work life balance and support their physical and mental health.

VADA recommends that all members take at least 5 weeks annual leave.

Parental leave is encouraged, and members may take 12 months. If further parental leave is required, this can be extended up to 18 months after discussion with departmental leadership.

**Exceptions**:

Deviations from this guideline will be considered under exceptional circumstances. Members may make a request to departmental leadership for an extraordinary leave of absence or a temporary reduction in work below 120 weekdays per year.