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**TITLE:** Resident/Fellow Work Hours

**PURPOSE:** This policy delineates the clinical experience and education work hour limitations for residents/fellows training in Accreditation Council for Graduate Medical Education (ACGME) accredited residency and fellowship programs at UVM Medical Center.

**POLICY STATEMENT:** All residency and fellowship programs will adhere to the following work hour requirements mandated by the ACGME, by their specialty/subspecialty specific Review Committee (RC), and UVM Medical Center as defined below. Each UVM Medical Center GME program must have a written policy consistent with ACGME Common and RC specific requirements for resident/fellow clinical experience and work hours. Resident/Fellow are required to submit either a monthly work hour form via New Innovations attesting to their adherence to work hour requirements or may be required to record their work hours via New Innovations duty hours logger.

**PROCEDURE:**

1. Clinical and Educational Work Activities:
  - Patient care:
    - Inpatient and outpatient care occurring at the hospital or while at home
    - Administrative duties related to patient care occurring at the hospital or while at home
    - Electronic Medical Record (EMR) note writing, preparation of discharge summaries, phone calls related to patient care, while at home or at the hospital
    - The provision for transfer of patient care
    - Time spent in-house during call activities
    - Moonlighting activities (internal and external)
  - Education/Academic:
    - Scheduled academic activities such as conferences or unique educational events
    - Research
    - Time spent at regional/national conferences/meetings when attendance at the meeting is required by the program, or when the resident/fellow is acting as a representative of the program (i.e. presenting a paper or poster). Only actual meeting time counts towards work hours.
    - Hours spent on activities that are required by the accreditation standards, such as membership on a hospital committee, or that are accepted practice in residency/fellowship programs, such as participation in resident/fellow recruitment.
  - The following activities are excluded from work hour reporting:
    - Academic preparation time done off-site, such as time spent preparing for presentations or journal club, board review, or other reading and study time.
    - Travel and non-conference time when at a regional/national conference/meeting.
2. Resident/Fellow must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.
3. ACGME Common and RC Clinical Experience and Education requirements (ACGME CPR, RC VI.F) delineate the work hours requirements.
4. GME program level specific policy must include procedure(s) to ensure coverage of patient care in the event that a resident/fellow is unable to attend work due to fatigue, illness, or family emergency.

**DEFINITIONS:**

GME Programs – UVM Medical Center residency and fellowship training programs accredited by ACGME.

Documents Status: **Approved**

**REFERENCES:** Accreditation Council for Graduate Medical Education, Institutional and Common Program Requirements

**REVIEWERS:** Karen Miller, Dir GME

**OWNER:** Karen Miller, Dir GME

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