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TITLE: Monitoring Duty Hours

POLICY: Graduate Medical Education (GME) program directors are responsible for ensuring their residents/fellows adhere to all duty hours requirements. The Graduate Medical Education Committee (GMEC) must oversee the adherence of all GME training programs to ACGME duty hours requirements.

PROCEDURE:

To meet the duty hour requirements, the GMEC developed and implemented a process to assure duty hour compliance.

- Each residency/fellowship program must have a duty hours policy and all faculty and residents/fellows must comply with it at all times.
- Residents/Fellows must complete the monthly “Clinical Experience and Education” form in New Innovations unless the GMEC grants a program an exception.
- The GMEC reviews duty hours trending reports quarterly.
- Programs not in full compliance are expected to implement action plan(s) to bring their program into compliance. The GMEC may develop corrective action plan(s) for programs that fail to develop and implement action plans to resolve duty hours non-compliance.
- Violations caused by residents/fellows who continuously fail or refuse to document their work hours could result in their dismissal of the resident/fellow.

DEFINITIONS:

Duty hours are defined as all clinical and academic activities and includes; patient care (inpatient and outpatient), all administrative duties related to patient care, in-house call, home call, scheduled academic activities (e.g., conferences, morning report, lectures, etc.), research that is a required part of the residency/fellowship program, and moonlighting. Duty hours do not include reading and preparation time spent away from the duty site.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional

REVIEWERS: Karen Miller, Dir GME

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