

Policies and Procedures

Section: School of Medicine		NO.				
Chapter: Graduate Medical Education - Phoenix	Issued: 5/26/2017	REV. A 10/2019	REV. B 8/13/2020	REV. C 12/10/2021		
Policy: Clinical and Education Work Hours Policy		Page 1 of 3				

PURPOSE:

GME Programs, must design an effective program structure that is configured to provide residents with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal well-being. This structure is facilitated by following ACGME clinical and educational work hour regulations.

SCOPE:

The policy applies to all Creighton University residents, fellows, and their respective training programs, that are ACGME accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

DEFINITIONS:

Clinical and Educational Work Hours: inclusive of:

- all in-house clinical and educational activities,
- clinical work done from home,
- all moonlighting or volunteering in the capacity as a physician.

It does not include educational activities - e.g., preparing for a case or didactic presentation, research, or studying done at home

Moonlighting/Volunteer Work: Moonlighting is defined as any voluntary or paid activity, not related with training requirements, in which an individual performs duties as a physician. The hours spent moonlighting are counted towards the 80 hours worked for the week. No other work hour requirements apply; however, these outside activities must not interfere with the ability of the resident's fitness for work nor compromise patient safety and must be pre-approved by the program director with appropriate documentation in the resident's or fellow's file.

PGY1 residents and J1 Visa holders are ineligible for moonlighting and volunteering.

POLICY:

The GMEC must ensure all programs follow the clinical and educational work hour regulations established by the ACGME in the Common Program Requirements. Further details that each ACGME Review Committees specify must also be followed by the respective program. Each program will have written policies and procedures consistent with the Institutional and Program Requirements for resident duty hours and the working environment. These policies will be made available to the residents and the faculty.

Program Director Responsibilities

- Program Directors need to make sure that residents and fellows' function in an environment that has safe patient care and a sense of resident well-being. Programs should have a schedule that is structured so that residents and fellows are able to complete most work on site during scheduled clinical work hours without requiring them to complete clinical responsibilities at home (e.g. documentation).
- Each program can determine frequency of logging with a minimum of once a month logging required.
- Each program director will be responsible for monitoring and obtaining data on compliance with the Duty Hours and Supervision Policy for their programs thru New Innovations and approve/comment on 80 hour violations reported by the residents or fellows. Repeated violations should lead to restructure of the affected rotation or suspension of moonlighting/volunteer work (if applicable).
- All schedules must follow the ACGME clinical and educational work hour regulations. If the appropriate

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review committee allows exceptions, it is important to note that a resident may remain or return only if the decision is made voluntarily. Residents must not be scheduled beyond work period restrictions or required to stay by an attending or more senior resident/fellow.

Resident and Fellow Responsibilities:

- Residents are required to document their work hours in New Innovations. Each resident will be responsible for providing accurate and timely data on compliance with the Duty Hours and Supervision Policy to her/his program director, Graduate Medical Education, and the ACGME when this information is requested.
 - In the case of an 80 hour work hour violation, the resident must document on why there was a violation. The program director will then review and document on that violation.
 - Failure to log accurate duty hours will be interpreted as unprofessional behavior and a violation of institutional requirements. Failure to comply with duty hour logging will result in disciplinary action – outlined herein including possible dismissal from the program.
 - Failure to complete the duty hours by the 7th day of each month for the hours in the previous month, will result in the following:
 - 1st offense in an academic year–
 - To resident/fellow: meeting will occur with the program director wherein the duty policy for failure to comply will be attested by signature of the resident and program director. The resident will have 3 days from the time of this attestation to complete their logging. If – after the 3 day period – the duty hours are not completed, the hours will be considered incomplete resulting in progression to “2nd offense” defined herein
 - To program: the attestation of the meeting with resident and signature of program director and resident will be sent to GME as proof of meeting.
 - 2nd offense in the same academic year–
 - To resident/fellow: institutional reprimand by GME with documentation within the resident file and “under review” status implemented by the CCC and performance of an administrative project determined by the CCC/program director.
 - To program: possible institutional sanction if problem persists or pervasive. Sanction could be loss of stipend eligibility for conferences or seed grant eligibility for residents or fellows.
 - 3rd offense in the same academic year–
 - To resident/fellow: forfeit of elective block rotation, program stipend for attendance at a national conference, and potential probation and/or possible dismissal from the program.
 - To program: institutional sanction if problem persists or pervasive. Sanction could be loss of stipend eligibility for all resident conferences or seed grant eligibility for residents or fellows.
 - Programs have the right to add additional consequences as needed to ensure compliance.

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- Residents and fellows should report a pattern of excessive workhours and/or clinical workload to their program director and/or department chief. If appropriate changes in the program or individual trainee's schedules are not implemented on a timely basis, trainees should so inform the DIO or the Assistant Dean for Graduate Medical Education.

Institutional Oversight

- The GEC and the GME office will monitor compliance with duty hour standards. The GME office will collect duty hour logging reports monthly. Local GEC's will review their respective data monthly and GMEC will review it quarterly. Non-compliant programs will be monitored and placed on under special review when deemed appropriate, following the Special Review Policy.
- Each department's work hours are reported monthly to the GEC and quarterly to the GMEC. If a program has an 80-hour violation, they are required to report to the GEC and GMEC the reasons leading up to the violation and a written action plan as to how they intend to remedy the situation. The GEC will recommend to the GMEC whether to accept the report and the action plan. The GMEC will vote on whether to accept the report.
- If a program has less than 100% compliance for their resident logging work hours for 3 months in a row the PD must report to the GEC and GMEC as to how they are going to remedy the situation. The GEC and GMEC can offer suggestions to the PD as to how to improve the logging. Further violations for these programs may result in them being placed under special review.

Procedure:

To be completed by the Program Coordinator:

Assignment Schedule Set Up:

1. All Leave assignment definitions need to be configured for sharing with Duty hours. Sharing should go both ways:
 - a. When used in Duty Hours, share with Assignment Scheduling
 - b. When used in Assignment Scheduling, share with Duty Hours
2. When the leave requested has been approved, Program Coordinator will input the appropriate assignment definition on the house staff's Assignment Schedule in New Innovations.

Duty Hours Set Up:

1. Basic Configuration should be set up as follows:
 - a. Work Week starting day = Monday
 - b. Allow users to log Training Location
 - i. It is optional for the program to allow logging of future hours. If allowed, it will create an additional step where the resident must approve any hours logged in advance.
 - ii. Never allow overlapping hours.
 - c. Entry Method for logging is up to each program leadership.
 - d. Do Not allow users to log their own Vacation hours. These will be logged by the Program Coordinator.

To be completed by House Staff:

All duty hour logs must be complete and approved by noon on the 7th of the following month.

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The Leave assignments and any hours logged in advance will need to be approved in the Duty Hours log by the house staff. Compliance will be monitored by the Program Coordinator. House Staff should be logging daily and approving hours on at least a weekly basis.

1. Go to *Duty Hours > View Hours*
2. Select dates (Set dates to the 1st of the month thru the last day of the month and click “**Update**”)
3. Check the box “**Show unapproved hours only**”. (This will show all hours that need to be approved by the resident)
4. Verify hours logged. Edit if needed. If correct, check the box next to the hours and click “**Approve**” button.
5. If the resident did NOT use the leave logged, they will notify the Program Coordinator via email, so they can remove the leave from your schedule and adjust your leave balances accordingly. **DO NOT** mark as “*Did Not Work*”.
6. If the resident has logged in advance resulting in overlapping hours logged with leave (indicated by a red *), then delete the logged hours by selecting the checkbox next to the clinic and choosing “**Delete**” option from the list. **DO NOT** delete or modify the leave entry. Contact your Program Coordinator for assistance.

Reporting

You can run a Schedule Analysis Report from the Assignment Schedule Module.

1. Go to *Schedules > Assignment Scheduling > Tools > Schedule Analysis*
2. Choose a **date range** or **academic year**
3. Choose all your **leave assignment** definitions from the list. Some programs may have half day assignments as well as full day assignments. Make sure you choose all appropriate assignments.
4. You can filter the **status types**
5. Choose **All Rotations**
6. View totals by **Personnel**
7. Choose how to calculate totals. If you have only full day leave assignments, then choose “**Days**”. If you use only half day leave assignments, then choose “**Half Days**”. If you use a mixture of both, it is suggested to use “**Days**”. The total counts will reflect the number of occurrences, not the number of days.
8. Click **View Report**

REFERENCES

ACGME

New Innovations

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

Reviewed and Approved By:

Phx GEC: May 3, 2021

Omaha GEC: n/a

Exec GMEC: December 10, 2021

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