

## ***Policies and Procedures***

<i>Section:</i> <b>School of Medicine (Phoenix)</b>		<i>NO.</i>				
<i>Chapter:</i> <b>Internal Medicine Residency</b>	<i>Issued:</i>	<i>REV. A</i> 9/1/2020	<i>REV. B</i> 12/1/2020	<i>REV. C</i>		
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### **PURPOSE**

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the departmental policy on Clinical and Educational Work Hours for residents at Creighton University School of Medicine (Phoenix) Internal Medicine Residency Program.

### **SCOPE**

This policy applies to all internal medicine residents under the sponsorship of Creighton University School of Medicine (Phoenix) Program.

### **POLICY**

The departmental policy on Clinical and Education Work Hours for the Creighton University School of Medicine (Phoenix) Internal Medicine Residency Program is outlined below, along with a link to access Creighton University GME policy.

### **DEFINITIONS**

***Clinical and Educational Work Hours:*** Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting. It does not include educational activities, research or studying done at home.

***Work from Home:*** Types of work from home that must be counted include using an electronic health record and taking calls from home. Reading done in preparation for the following day's cases, studying, and research done from home do not count toward the 80 hours. Resident decisions to leave the hospital before their clinical work has been completed and to finish that work later from home should be made in consultation with the resident's supervisor. In such circumstances, residents should be mindful of their professional responsibility to complete work in a timely manner and to maintain patient confidentiality.

***External moonlighting:*** Voluntary, compensated, medically-related work performed by a resident of the Internal Medicine program at a place which does not employ the resident.

***Internal moonlighting:*** Voluntary, compensated, medically-related work performed by a resident of the Internal Medicine program.

### **RESIDENT CLINICAL EXPERIENCE AND EDUCATION**

- A. Maximum Hours of Clinical and Education Work per Week
  - 1. Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four week period, inclusive of all in-house clinical and educational activities, clinical work from home, and all moonlighting. Types of work from home that

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must be counted include using an electronic health record and taking calls from home. Reading done in preparation for the following day's cases, studying, and research done from home do not count toward the 80 hours.

2. Residents must log their work hours in New Innovations weekly. If a violation does occur, an explanation must be noted in New Innovations by the resident. The Program Director and/or chief resident will investigate the violation and address it as appropriate, and the Program Director will enter comments in New Innovations. Residents are also encouraged to be proactive and report any potential work hour violations in their schedule to a chief resident immediately.
  3. Failure to log work hours by the 7th day of the following month is a lapse in professionalism and is therefore subject to disciplinary action.
- B. **Mandatory Time Free of Clinical Work and Education**
1. Residents must have eight hours off between scheduled clinical work and education periods
    - a) There may be circumstances when residents choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements.
  2. Residents must have at least 14-hours free of clinical work and education after 24-hours of in-house call.
  3. Residents must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days.
- C. **Maximum Clinical Work and Education Period Length**
1. Clinical and educational work periods for residents must not exceed 24-hours of continuous scheduled clinical assignments.
    - a) Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or resident education.
      - (1) Additional patient care responsibilities must not be assigned to a resident during this time.
- D. **Clinical and Educational Work Hour Exceptions**
1. In rare circumstances, after handing off all other responsibilities, a resident, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:
    - a) To continue to provide care to a single severely ill or unstable patient
    - b) Humanistic attention to the needs of a patient or family
    - c) To attend unique education events
  2. Under those circumstances, the resident/fellow must:
    - a) Appropriately hand over the care of all other patients to the team responsible for their continuing care
    - b) Document the reasons for remaining to care for the patient in question and

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- submit that documentation in every circumstance to the program director
- c) The program director will review each submission of additional service, and track both individual resident and program-wide episodes of additional duty
3. These additional hours of care or education will be counted toward the 80-hour weekly limit and must be logged in New Innovations.
- E. In-House Night Float
1. Night float must occur within the context of the 80-hour and one day-off-in-seven requirements.
  2. The maximum number of consecutive night float shifts is 6 shifts.
- F. Maximum In-House On-Call Frequency
1. Residents cannot be scheduled for in-house call more frequently than every-third-night (when averaged over a four-week period).
- G. At-Home Call
1. Time spent on patient care activities by residents on at-home call must count toward the 80-hour maximum weekly limit. The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks
  2. Residents are permitted to return to the hospital while on at-home call to provide direct care for new or established patients. These hours of inpatient patient care must be included in the 80-hour maximum weekly limit and logged into New Innovations as part of their work hours.

### **REFERENCES**

ACGME Program Requirements: <https://www.acgme.org/Specialties/Program-Requirements-and-FAQs-and-Applications/pfcatid/2/Internal%20Medicine>

American Board of Internal Medicine Policies Link: <https://www.abim.org/certification/policies/internal-medicine-subspecialty-policies/internal-medicine.aspx>

Creighton University GME Policy link:

[https://medschool.creighton.edu/sites/medschool.creighton.edu/files/clinical\\_and\\_education\\_work\\_hours\\_policy\\_9.15.2020.pdf](https://medschool.creighton.edu/sites/medschool.creighton.edu/files/clinical_and_education_work_hours_policy_9.15.2020.pdf)

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

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

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