

SOM- Department of Obstetrics and Gynecology	TITLE: Resident Work Hours Tracking	Policy: RS001
Department Guideline	Date: August 24, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

Monitoring of Duty Hours

As stated in the Residents Housestaff Manual, residents are required to maintain weekly work hour documentation. This is to be logged on the New Innovations website on a daily basis. Residents who fail to maintain timely documentation (no more than 1 week behind) will be subject to disciplinary action. This may include dismissal from clinical duties until time is current. Such actions will result in vacation time adjustment as well as documentation in the resident's file of poor compliance.

I. How do residents log their hours on the New Innovation Site?

Log onto New Innovations at www.newinnov.com. The institutional login is MCG in all caps. Individual login is first initial and last name (lower case). The first time you log into the program your password will be the same as your login. You are encouraged to change your password at this point. This brings you to the Welcome Page. On the welcome page, click on [Enter Duty Hours](#) in blue. This will take you to a calendar. Highlight the date you wish to log on the calendar, enter the time of day you arrived, and enter how many hours you worked that day. Click on Log hours. The next screen requires you to complete your log, failing to do so will not allow you to save your hours. Complete your log and view your hours. You may change your hours, or accept them at this point. This needs to be done on a daily basis.

II. What is the Residency Coordinator's role in Resident's hours?

The residency coordinator monitors resident's hours on a weekly basis. They log onto the New Innovations site at www.newinnov.com. Institutional login is MCG all caps. Login is your first initial and last name; password is the same until you change it. On the right hand side of the screen, click on Duty Hours. This takes you to Duty Hours logged. The coordinator has the ability to choose if only looking at one resident, for one month, or all the residents for the entire year. If a resident is not in compliance with the ACGME guidelines, the coordinator notifies the Program Director.

ACGME - Resident Duty Hours and the Working Environment Providing residents with a sound academic and clinical education must be carefully planned and balanced with concerns for patient safety and resident well-being. Each program must ensure that the learning objectives of the program are not compromised by excessive reliance on residents to fulfill service obligations. Didactic and clinical education must have priority in the allotment of residents' time and energies. Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Supervision of Residents

All patient care must be supervised by qualified faculty. The program director must

ensure, direct, and document adequate supervision of residents at all times. Residents must be provided with rapid, reliable systems for communicating with supervising faculty.

Faculty schedules must be structured to provide residents with continuous supervision and consultation. Faculty and residents must be educated to recognize the signs of fatigue and adopt and apply policies to prevent and counteract the potential negative effects.

Duty Hours

Duty hours are defined as all clinical and academic activities related to the residency program, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.

Residents must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.

Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call.

On-Call Activities

The objective of on-call activities is to provide residents with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the normal work day when residents are required to be immediately available in the assigned institution.

In-house call must occur no more frequently than every third night, averaged over a four-week period.

Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents may remain on duty for up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care as defined in Specialty and Subspecialty Program Requirements.

No new patients, as defined in Specialty and Subspecialty Program Requirements, may be accepted after 24 hours of continuous duty

At-home call (pager call) is defined as call taken from outside the assigned institution.

The frequency of at-home call is not subject to the every third night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for each resident. Residents taking at-home call must be provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4-week

period.

When residents are called into the hospital from home, the hours residents spend in-house are counted toward the 80-hour limit.

The program director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Moonlighting

Because residency education is a full-time endeavor, the program director must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the educational program.

The program director must comply with the sponsoring institution's written policies and procedures regarding moonlighting, in compliance with the Institutional Requirements III. D.1.k.

Moonlighting that occurs within the residency program and/or the sponsoring institution or the non-hospital sponsor's primary clinical site(s), ie, internal moonlighting, must be counted toward the 80-hour weekly limit on duty hours.

Oversight

Each program must have written policies and procedures consistent with the Institutional and Program Requirements for resident duty hours and the working environment. These policies must be distributed to the residents and the faculty. Monitoring of duty hours is required with frequency sufficient to ensure an appropriate balance between education and service.

Back-up support systems must be provided when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create resident fatigue sufficient to jeopardize patient care.

Duty Hours Exception

An RRC may grant exceptions for up to 10 % of the 80-hour limit, to individual programs based on a sound educational rationale. However, prior permission of the institution's GMEC is required.