

**POLICY ON RESIDENT DUTY HOURS  
UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE  
GRADUATE MEDICAL EDUCATION PROGRAM**

**PART I**

The educational goals of residency training programs and the learning objectives of residents must not be compromised by excessive clinical service obligations. The Accreditation Council on Graduate Medical Education (ACGME) has charged sponsoring institutions, in this case the University of Louisville School of Medicine, with ensuring that formal written policies governing resident duty hours be established at both the institutional and program level.

1. Each sponsored training program at the U of L School of Medicine must have a formal, written policy on resident duty hours. The written policy must be provided to all residents and faculty. The policy must foster resident education, facilitate patient care, and be consistent with the current published institutional and program requirements of the specialties and subspecialties that apply to each program. The policy must cover all institutions to which residents rotate. In the event an individual RRC publishes standards which differ from those stated in this policy, the program should follow its published RRC standards.
2. Resident duty hours must not exceed 80 hours per week averaged over four weeks. 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.
3. Residents should be given 10 hours off for rest and personal activities between duty periods and after call.
4. In-house call must occur no more frequently than every third night, averaged over a four-week period.
5. Resident assignments must not exceed 24 hours maximum continuous on-site duty with up to 6 additional hours permitted for patient transfer and other activities defined in RRC requirements. There must be no new patients assigned after 24 hours of continuous duty.
6. Resident time spent in the hospital during at-home call must be counted toward the 80 hours. At-home call, defined as call taken from outside the assigned institution by pager or phone, is not subject to the every 3<sup>rd</sup> night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for residents.
7. Program Directors must ensure that moonlighting does not interfere with the ability of the resident to achieve the goals and objectives of the educational program. Programs must implement mechanisms to monitor resident moonlighting to ensure compliance with both program and institutional policies. Moonlighting that occurs within the residency program and/or the sponsoring institution or the non-hospital sponsor's primary clinical site(s), i.e., internal moonlighting, must be counted toward the 80-hour weekly limit on duty hours.

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8. All residents, including those assigned at-home call, must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.
9. Residents are required to enter hours weekly in the New Innovations system. Duty hours must be monitored by the program to assure compliance with ACGME requirements. Institutional mechanisms for monitoring duty hours will include the internal review process and review of weekly duty hours entered by the residents in NI.
10. Program Directors must monitor resident stress and fatigue and develop policies for dealing with residents identified as stressed or fatigued.
11. Programs must ensure that residents are provided appropriate back-up support when patient care responsibilities are particularly difficult or prolonged.
12. Residents must at all times have appropriate support and supervision in accordance with current published ACGME institutional and program requirements and with the School of Medicine GME Policy on Resident Supervision.
13. Resident moonlighting must be approved in advance and monitored by the program director.
14. The Graduate Medical Education Committee is responsible for establishing procedures for reviewing requests for exceptions to the weekly duty hours limits of up to 10 percent or a maximum of 88 hours. Requests must be justified on educational grounds and must be approved by the GMEC before consideration by the appropriate Residency Review Committee.
15. The GME Office will conduct quarterly time audits (August, November, February, and May) in order to provide our teaching hospitals the duty hours documentation required for Medicare reimbursement.

## **ACADEMIC PROBATION FOR FAILURE TO LOG DUTY HOURS**

### **PART II**

Effective January 1, 2008, all residents/fellows who sign contracts through the GME Office are required to enter their duty hours in the New Innovations (NI) system weekly. Residents/fellows who are found in violation of this requirement will be recommended for academic probation. The process for this recommendation is as follows:

1. The GME Office will generate an“ hours logged” report for each program the first week of each month that will show which residents/fellows have not logged hours for the previous month (i.e., a report of residents/fellows who have not logged hours for December will be run the first week of January).
2. These reports will be faxed to the appropriate Program Directors by the 10<sup>th</sup> of each month. Program Directors or Coordinators are responsible for notifying the residents of the impending probationary action.
3. Once the reports are distributed, residents will be given until the 15<sup>th</sup> to enter the missing hours. The GME Office will provide the appropriate Program Directors with an updated report at the monthly GMEC meeting.
4. If the resident/fellow has not entered the missing hours by the last day of the month, it will be recommended to the Dean that the resident/fellow be placed on academic probation. A copy of the recommendation will be forwarded to the resident/fellow and the Program Director.
5. Once placed on probation, the resident will be given an additional 7 days to complete the appropriate duty hour entries. If not entered by the end of 7 days, a recommendation for suspension from program activities and payroll will be forwarded to the Dean.

All residents/fellows will be notified of this policy by an email from the GME Office and through an announcement at House Staff Council.

Please contact the GME Office if you have any questions or concerns regarding this policy or duty hour entry in NI.

**Effective: 03/19/2008**