

## **[Program Name Residency/Fellowship] Training Program**

### **Duty Hours Policy – Effective [date]**

**[replace red text and include italicized text as appropriate to program]**

The [Program Name Residency/Fellowship] Training Program recognizes that a sound academic and clinical education should be carefully planned and balanced with concerns for patient safety and resident well-being. Learning objectives of the program will not be compromised by excessive reliance on residents to fulfill service obligations.

#### **Professionalism, Personal Responsibility, and Patient Safety**

The [Program Name Residency/Fellowship] Training Program educates residents and faculty members concerning the professional responsibilities of physicians to appear for duty appropriately rested and fit to provide the services required by their patients and promotes patient safety and resident well-being in a supportive educational environment.

The program director ensures a culture of professionalism that supports patient safety and personal responsibility. Residents and faculty demonstrate an understanding and acceptance of their personal role in:

- assurance of the safety and welfare of patients entrusted to their care;
- assurance of their fitness for duty;
- management of their time before, during, and after clinical assignments;
- recognition of impairment, including illness and fatigue, in themselves and in their peers;
- honest and accurate reporting of duty hours.

The [Program Name Residency/Fellowship] Training Program oversees residents' duty hours and working environment. During all clinical rotations within the training program *\*including rotations within other departments*, trainees and staff conform to existing ACGME, RC, and institutional duty hours policies. Duty hours include activities related to the residency program, i.e., patient care *\*(both inpatient and outpatient)*, administrative duties related to patient care, provision for transfer of patient care, *\*call activities*, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

All moonlighting must be voluntary, if it is allowed. If a program allows residents/fellows to moonlight, the following information should be included in the policy:

*Moonlighting will not interfere with the ability of the resident to achieve the goals and objectives of the training program.*

*Time spent by residents in any moonlighting activity is counted toward the 80 hour maximum weekly hour limit.*

*PGY 1 residents are not permitted to moonlight.*

All residents and faculty members demonstrate responsiveness to patient needs that supersedes self-interest. Our physicians recognize that, under certain circumstances, the best interests of the patient may be served by transitioning that patient's care to another qualified and rested provider.

In unusual circumstances, residents beyond their first training year, on their own initiative, may remain beyond their scheduled period of duty to continue to provide care to a single patient. Justifications for such extensions of duty are limited to reasons of required continuity for a severely ill or unstable patient, academic importance of the events transpiring, or humanistic attention to the needs of a patient or family. Under those circumstances, the resident will:

- appropriately hand over the care of all other patients to the team responsible for their continuing care; and,
- document the reasons for remaining to care for the patient in question and submit that documentation in every circumstance to the program director in New Innovations.

The program director will review each submission of additional service, and track both individual resident and program-wide episodes of additional duty in New Innovations.

The program’s policies and procedures, including this policy, are distributed to residents and faculty annually and after each policy change. [detail how this policy is distributed to residents and faculty, how often, and by what method (e.g., posted on New Innovations homepage, included in Resident Handbook, etc.)].

**1. Duty Hours Requirements – Section VI.G of the [Program Name Residency/Fellowship] ACGME Program Requirements**

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**2. Contingency Plan and Recognition of Fatigue and Countermeasures**

Faculty and residents are educated to recognize the signs of fatigue and sleep deprivation.

[Please describe by what means and how often faculty and residents receive education on sleep and fatigue.]

To prevent and counteract the potential negative effects of fatigue, the following measures have been implemented: [Please detail these measures.]

The program director has set up a contingency plan or backup system that enables patient care to continue during periods of heavy use, unexpected resident shortages, or other unexpected circumstances. The program director and supervising faculty are engaged in actively monitoring residents for the effects of sleep loss and fatigue, and take appropriate action in instances where overwork or fatigue may be detrimental to residents’ performance and the well-being of the residents or the patients or both.

[Provide details of this contingency plan, how it is activated, and how faculty and other residents are involved. For example, how does the program provide support to a resident who is approaching the restriction on duty hours and has no relieving resident?]

### **3. Duty Hours Policy Compliance Monitoring**

Duty hours must be logged contemporaneously in New Innovations, per institutional policy.

The program director and faculty monitor compliance with this policy by monitoring call and duty schedules, direct observation of residents, interviews/discussions with residents, review of residents' evaluation of rotations, and by monitoring duty hours logs in New Innovations. Residents are instructed to notify the program director if they or other residents are requested or pressured to work in excess of duty hour limitations.

[Please detail the method by which duty hours violations will be addressed and any other special protections in place for your program.]