CLINICAL & EDUCATIONAL WORK HOURS

The Duty Hours menu item is assigned to users who are expected to track Duty Hours at some point during their educational experience. The use of this tool is customizable by program. It may be used by residency programs to monitor for Duty Hours violations, or by other programs for general time tracking. Trainees can use it to log the length of time spent on a given task, during a certain activity and at a particular site. Programs may also require that Trainees record a Supervisor for the log entry.

The Log Time menu item is assigned to users who are expected to track Work Hours at some point during their educational experience. The use of this tool is customizable by program. It may be used by residency programs to monitor for Work Hours violations or by other programs for general time tracking. Trainees can use it to log the length of time spent on a given task, during a certain activity, and at a particular site. Programs may also require that Trainees record a Supervisor for the log entry.

Tip: Have a mobile phone or device? Log Work Hours on a handheld device by going to www.e-value.net. No App is necessary. eValue will recognize the mobile device and automatically use the mobile interface. Logging tasks, activity, and hours with the mobile version of eValue is similar to using a desktop. Select the applicable dates using a calendar. A list of entries logged will display and tap on an entry to edit. Time Tracking > Time Tracking Management > Manage Time > Log Time Logging Time

Step 1: What are the details of the hours worked? Use the select lists to describe the hours worked.
Task: Select the task that best describes the hours being logged. This list is defined by Program Administrators. Please note that the Task selected will impact how violations calculate for the hours logged; see a Program of Hours Administrator for questions on the task(s) that should be logged.

Activity: Programs may require that an activity be selected. If it is required, not entry can be recorded until an activity is selected. If the scheduled activities only box appears and is checked, then the select box will be limited to those activities that appear on a schedule 60 days in the past and 30 days in the future. Uncheck this box to re-populate the select box will all available activities.

Please note, when the Activity field precedes the Site field, then the Activity selection will filter the list of available sites. The reverse is also true - if the Site field precedes the Activity field, then then Site selection will filter the list of available activities.

Site: Optional field - not all programs track Sites. If the field is included, select the site for the hours being logged. If the scheduled sites only box appears and is checked, then the select box will be limited to those sites that appear on a schedule 120 days in the past and 30 days in the future.
Note: When the Site field precedes the Activity field, the Site selection will filter the list of available activities. The reverse is also true - if the Activity field precedes the Site field, the Activity selection will filter the list of available sites.

Choose a Supervisor: Optional field - not all programs use Supervision. Select the individual who supervised during the time logged.

Start and End Time: Indicate the length of time being logged. If a shift length that exceeds the length permitted has been entered for the training rank and program, additional questions may need to be answered. When the shift length form displays, answer each question and enter a comment before

saving the entry. Enter a comment about the shift (optional): Include a comment with the log entry that will be available to supervisors and administrators.

Step 2: What calendar day(s) do the details entered apply to? Use the date-pick calendar to select the days on which to log hours.

Select Dates calendar: Once the details of the log entry have been described using the above fields, use the Select Dates calendar to apply those details to applicable dates. As dates are selected, the log details will populate in the Selected Dates list and on the calendar below.

Calendar Options and Explanations:
Legend: Log entries are color-coded by Task Type; these colors are described in the legend. All checked types will display in the calendar. Uncheck types to filter the calendar entries by task.
Supervision: There are 3 types of supervision available in eValue: None, Active, and Passive.
None - If Supervision is not used, entries will automatically be accepted and they will display the green check mark icon.

Active - If supervision is set to Active, then the selected supervisor will need to validate the entry before it is accepted. The entry will display a red exclamation icon until the hours are validated. Once it is validated, it will display the green check mark icon. Depending on the program setup, validated entries may not be editable.

Passive - If supervision is set to Passive, then the entry will default to accept once it is logged. The supervisor will be notified that an entry was made. If the supervisor agrees with the entry, no action will be taken. If the supervisor disagrees with the entry, then the entry will be set to unapproved.

Work Hours calendar
The calendar will populate will entries logged from the Select Dates calendar. Apply any details from the select box above by clicking on a date in this calendar. To edit an entry on the calendar, click on the linked task.

Shift Length Violations
When a shift is logged with a length that exceeds the permitted shift length for a training rank, but it is within the allotted time for transitioning patient care, a popup window may ask whether or new patient care responsibilities were assigned during this time: Depending on the answer and the program's setup, additional questions may be asked about the shift. Shifts logged that exceeded the permitted shift length due to transitioning patient care only will display on the Work Hours calendar with a T:

Shift Break Violations
If consecutive shifts have been logged and are separated by a length of time that is less than the required shift break for a training rank and program, then a comment box may appear explain why there was shortened shift break:

Editing an Entry
To edit an existing entry, click the task name on the calendar in the lower portion of the screen. The Edit Work Hours Entry box will display. Please note, programs that track Supervisors for hours logged have the option to lock entries once they have been validated by a supervisor. If a program is configured this

way, entries that appear with the green check mark icon may be unable to edit. The following will display when clicking on the entry:

Deleting an Entry
To delete an entry click on the delete entry icon then click the 'OK' button in the confirmation prompt.

Reviewing Statistics and Violations
Click the View Stats Reports link in the lower-left corner of the logging screen to preview Work Hours Statistics and Violations.

The Time Tracking Trainee Reporting window will open
Select the date range to review. The report can be run by Calendar Month or a date range specified by the Program Administrator.

Click the View Time Tracking Statistics button to continue. Statistics for the selected date range will display. Any violations that occurred during the period will display by type, as shown in the example below:

Email Notices and Reminders
Please note that your program may send email notices reminding you to log your hours. This is configured by program, but in most cases you will continue to receive these reminders until hours are logged.

Beginning July 2004, the ACGME began enforcing the 80-hour duty week for resident physicians. In addition, as of 2011, the ACGME has set aside new regulation concerning intern work restrictions. The goal is to enhance the educational experience by allowing the resident adequate time for rest and activities outside the hospital environment. It is vitally important that we comply with the regulations not only to stay within the guidelines but also to provide a program focused on educational needs not service needs. Therefore, it is 114 important to have a thorough understanding of the rules, so that we can stay in compliance.

Duty Hour Program Requirement:
It is the expectation of program leadership that duty hours will be logged every week. A warning will be sent by email if duty hours have not been logged in 8 days. Failure to log duty hours for 14 days with in a single month constitutes one violation. Two violations over 2 months will place the resident on Administrative leave and a formal notation of professional deviation will be placed in the resident's file. Two occurrences of Administrative Leave over 6 months lead to level 1 intervention as defined by the WVU GME bylaws. Any subsequent violations of duty hour recording in that year may result directly in level 2 intervention as defined by GME bylaws.

Each resident will log his or her hours into the E-value, online system at www.e-value.net. You will be given a login name and password. If you should forget your name or password please contact the Residency Administrator, Linda Shaffer at 293-1254. Weekly periods run from Monday through Sunday.

The hours are to be logged in upon completion of their Sunday shift. The hours will be retrieved by the program on Monday and compiled. Off-service residents should also record their hours. The administrative chief also monitors resident compliance of duty hours who is responsible for overseeing that all hours are reported in a timely fashion.