

Policy on Logging of Trainee Duty Hours

Purpose:

This policy outlines the requirements and procedures for logging duty hours for all trainees (residents/fellows) within the West Virginia University Graduate Medical Education (WVU GME) programs. Compliance with this policy ensures adherence to the Accreditation Council for Graduate Medical Education (ACGME) core program requirements regarding duty hour limitations and monitoring.

Scope:

This policy applies to all trainees enrolled in WVU School of Medicine GME programs.

Responsibility for Duty Hour Monitoring:

It is the responsibility of the program and the program director to monitor trainee duty hours in accordance with the ACGME core program requirements.

Maximum Hours of Clinical and Educational Work per Week:

Trainees' clinical and educational work hours must not exceed 80 hours per week, averaged over a four-week period. This includes all in-house clinical and educational activities, clinical work performed from home, and any moonlighting activities.

Mandatory Time Free of Clinical Work and Education:

- a) Trainees should have a minimum of eight hours off between scheduled clinical work and education periods.
- b) After completing 24 hours of in-house call, trainees must have at least 14 hours free of clinical work and education.
- c) Trainees must be scheduled for a minimum of one day in seven free of clinical work and required education, averaged over four weeks. At-home call cannot be assigned on these free days.

Maximum Clinical Work and Education Period Length:

Clinical and educational work periods for trainees must not exceed 24 hours of continuous scheduled clinical assignments.

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Logging Duty Hours:

Trainees should be logging duty hours daily in the E*value system. Periodic reminders will be generated through the E*value system to the trainee, the program manager and program director.

Consequences of Failure to Log Duty Hours:

Failure to log duty hours within 13 days will result in mandatory meal card suspension on day 14. The meal card will be reactivated when duty hours are updated and current.

Compliance:

All trainees and program personnel are required to comply with this policy. Non-compliance may result in disciplinary action as outlined in the WVU GME policies and procedures.

Review and Revision:

This policy shall be reviewed periodically by the GME office and the DIO to ensure its effectiveness and compliance with regulatory standards. Any necessary revisions shall be made in accordance with established procedures.

Effective Date:

This policy shall be effective immediately upon approval and shall remain in effect until revised or rescinded by appropriate authority.

Specific ACGME core program requirements:

VI.F.1. Maximum Hours of Clinical and Educational Work per Week 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. (Core)

VI.F.2. Mandatory Time Free of Clinical Work and Education

VI.F.2. a) Residents should have eight hours off between scheduled clinical work and education periods. (Detail)

VI.F.2. b) Residents must have at least 14 hours free of clinical work and education after 24 hours of in-house call. (Core)

VI.F.2. c) 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

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cannot be assigned on these free days. (Core)

VI.F.3. Maximum Clinical Work and Education Period Length

VI.F.3. a) Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. (Core)

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