

I. POLICY STATEMENT

To promote the physical and emotional well-being of Housestaff, the University of Florida (UF) College of Medicine Graduate Medical Education (GME) must maintain a mechanism to oversee the clinical and educational work hours of all Housestaff.

II. REASON FOR POLICY

The Accreditation Council for Graduate Medical Education (ACGME) requires the sponsoring institution maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-specific compliance with ACGME clinical and educational work hours.

III. SCOPE

This policy applies to all residents and fellows (hereinafter "Housestaff") in training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) or approved by the American Board of Medical Specialties (ABMS), and/or sponsored by the UF College of Medicine.

IV. DEFINITION OF TERMS

- a. **Clinical and Educational Work Hours** – all clinical and academic activities related to the program. This includes patient care (inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house on clinical and educational activities, clinical work done from home, and other scheduled academic activities such as conferences. Work hours do not include reading and preparation time spent away from the duty site.

V. PROCEDURES

- a) Program Directors are responsible for ensuring program structure is configured to comply with program requirements for work hours, including specialty specific requirements, while allowing for reasonable opportunities for Housestaff rest and personal activities.

- b) Programs must maintain a program specific Housestaff Clinical and Educational Work Hours Policy as outlined in the GME policy entitled, "Required Program Specific Policies"
- c) Work hour monitoring must be completed by Housestaff in New Innovations.
- d) Training programs are expected to ensure 80% submission rate for work hours.
- e) Housestaff hours must be continually recorded in New Innovations unless an exception (described below) has been approved by the DIO or designee
 - a. Hours may be entered ahead of time with the expectation that these be corrected by the Housestaff when actual hours deviate from the pre-recorded hours. Corrections must be completed within 7 days.
 - b. Program Directors must review recorded work hours monthly to ensure compliance and identify and address system hours resulting in work hour violations.
- f) Programs may be considered for intermittent, rather than continuous, work hour reporting.
 - a. Programs must have approval from the DIO or designee to use intermittent monitoring work hours
 - b. Conditions under which intermittent work hours monitoring will be considered:
 - i. Programs without ACGME work hour AFI or citations in the prior academic year
 - ii. Programs with >85% compliance on annual ACGME survey in the prior academic year
 - iii. Program rotation structure such that violation of work hours is unlikely
 - c. Housestaff in programs granted intermittent work hour reporting will record work hours continuously twice per year, 6 months apart, for at least 30 days. The reporting periods must be approved by the DIO or designee with consideration of program structure.
 - d. If there is concern for work hour violations following the 30-day reporting period, the DIO or designee may extend the continuous reporting period.
- g) All moonlighting must be recorded by Housestaff in New Innovations
 - a. In programs granted intermittent reporting, the Program Director is responsible for reviewing submitted moonlighting hours to ensure work hour violations have not occurred during the rotation the moonlighting occurred.
- h) Work hours will be reviewed by the GME office at least quarterly and, when appropriate, in collaboration with the Institutional Program Review Committee (IPRC) and Accreditation Requirements Review Committee (ARRC).
 - a. Programs with identified work hour concerns may be asked to submit an action plan with measurable outcomes to the GME office, IPRC or ARRC.

Approved by GMEC, 04/11/2024