GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: TRAINEE CLINICAL AND EDUCATIONAL WORK HOURS
Policy Number: 8.6
Chapter: Clinical and Educational Work Hours

Purpose:
To comply with the current Accreditation Council for Graduate Medical Education’s (ACGME) Institutional, Common and Subspecialty Program Requirements, and Clinical Learning Environment Review (CLER) guidelines regarding institutional oversight of trainee clinical and educational work hours.

Definitions:
A. As per references above, work hours are defined as time spent on all clinical and educational activities related to the residency or fellowship program. This includes:
   1. Patient care
   2. Administrative duties related to patient care
   3. Provision for transfer of patient care
   4. Time spent in-house during call activities
   5. Time spent on patient care activities while on at-home call
   6. Moonlighting activities, and
   7. Scheduled educational activities such as conferences

B. Work hours do not include reading and preparation time spent away from the duty site.

Policy:
A. All UUH GME training programs under the auspices of the GMEC are obliged to follow either their specialty-specific board requirements, or the current ACGME Institutional, Common and Subspecialty Program Requirements regarding institutional oversight of trainee clinical and educational work hours. (Current ACGME requirements are available upon request from GME office staff, for non-accredited programs.)
B. ACGME Review Committees may further specify requirements
regarding Moonlighting, In-House Night Float, and At-Home Call. Programs are required to communicate with the GME Director any deviations from the above stated policies allowed by their specialty-specific Review Committee.

C. Institutional Oversight
1. The Graduate Medical Education Committee (GMEC) is responsible for oversight of program and trainee compliance with ACGME work hour requirements.
2. On an annual basis, the Program Review Committee Chairs present a statistical report to the GMEC, indicating programs with repeat violations of work hour requirements over the preceding academic year.
3. The GMEC may require a written response from a Program Director or may require a Program Director to report directly to the Committee to discuss the reasons for repeated violations and for assistance in developing an action plan for correction.

D. Logging Work Hours for Institutional and Program Level Monitoring.
1. All programs under GME oversight (both accredited and non-accredited residencies and fellowships) must enter and track trainee work hours using the MedHub system.
2. In order to reduce recording errors, all GME trainees must log their work hours in MedHub on a daily or weekly basis.
a. Trainees have access to the current work week and one week prior (two weeks total). Thereafter, they will lose access.
3. If a trainee misses their deadline for recording work hours and no longer has access, the program coordinator (not the GME Office) must enter their work hours in MedHub.
a. This must be based on documentation provided by the trainee.
b. The program coordinator has access until the 15th of the month for the prior month’s activity, after which they will lose access.
c. The program coordinator may also enter and/or submit work hours for a trainee when they are unable to submit work hours themselves, e.g. during a Leave of Absence or while on Vacation.
4. If the deadline for work hour submission is missed by both the trainee and the program coordinator, the hours will
remain unreported. These work hours should still be recorded and maintained in the trainee’s program department file for accurate documentation.

Such unreported time is considered non-compliant with accreditation and institutional requirements and may result in citation. Programs may be required to implement improvement measures in cases of excessive unreported time.

5. Program coordinators will receive a system-generated email when a trainee has not submitted work hours for the previous week and will lose access soon.

6. Program coordinators are responsible for reminding trainees to log their work hours.

7. MedHub may notify trainees, program coordinators, or program directors of what it identifies as violations of ACGME Work Hour requirements. (Ref: ACGME Common Program Requirements; Section VI.F.1)
   a. It may categorize them as ‘potential’ violations that disappear during the rolling four-week time frame.
   b. If these notifications continue, programs are encouraged to contact the GME office for clarification.

E. University of Utah Health has purchased ResQ for use by all GME trainees (residency & fellowship programs) to alleviate the administrative burden of manually logging work hours.
   1. ResQ is a mobile phone application that tracks the trainee's work hours and automatically logs them into MedHub.
   2. The trainee is still required to log into MedHub to review, confirm, and submit their hours for each week. However, the ResQ application saves the trainee the time of entering the hours worked each day.
   3. ResQ is designed to only record a user’s hours, while never recording the specific location.
   4. For more information on the privacy of this application and how it works, visit https://resqmedical.com/.
   5. Effective 6/24/2021, all incoming GME trainees will be setup with a ResQ user profile and will be instructed to use ResQ to log work hours as the preferred method.
   6. Trainees without access to a smartphone may continue to use MedHub to enter and track work hours.

Please contact the GME office for information on how to get started.