Policies and Procedures

<table>
<thead>
<tr>
<th>Section: School of Medicine</th>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter: Child &amp; Adolescent Psychiatry</td>
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<td>Issued: 4/1/2017</td>
<td>REV. A 8/22/2019</td>
</tr>
<tr>
<td>Policy: Clinical and Education Work Hours Policy &amp; Standard Operating Procedure</td>
<td>Page 1 of 3</td>
</tr>
</tbody>
</table>

PURPOSE

GME Programs, in partnership with Creighton University, must design an effective program structure that is configured to provide residents with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities.

SCOPE

This policy applies to all Creighton University Child & Adolescent Psychiatry Fellows.

POLICY

Clinical and educational assignments must be assigned while recognizing that faculty and fellows collectively have responsibility for the safety and welfare of patients. The ACGME common program requirements recognize that fellows may choose to work beyond their scheduled time or return to the clinical site during a time off period to care for a patient. The requirements preserve the flexibility for fellows to make those choices as long as fellows recognize the responsibility to work rested and fit for duty.

- **Home Call** - Fellows take consult phone calls from UNMC, Creighton ICU and Children’s Hospital (rare) 24 hours/7 days a week from home, per the on-call schedule.
  - Time spent on patient care activities by fellows on at-home call must count toward the 80-hour maximum weekly limit.
  - Home call is not subject to the ‘every third night’ limitation but must not be so frequent or taxing to preclude rest or reasonable personal time for each fellow and must satisfy the requirement for one day in seven free of clinical work and education when averaged over four weeks.
  - Does not require a rest period after an assignment of home call overnight.
  - Consults must be seen within 24 hours.
  - Fellows may be excused from RTC/Inpatient service at 11 am if a consult is pending.
  - ER calls are covered by the adult resident call schedule, with phone back-up by the child fellow if needed. The line of supervision for the in-person fellow on-call concerning these contacts will be the senior supervising fellow, then the attending covering that service's call duty (unless otherwise stipulated by the rotation’s policy).

- **Fellow Duty Hour Logging** - Work hour compliance will be monitored using New Innovations logs, rotation evaluations (for both fellows and attendings) and at semi-annual training director meetings. Failure to log weekly will result in vacation time being held until they are up-to-date. Failure to comply could also result in “under review” or other corrective action.
  - Fellows are required to document their duty hours in New Innovations on a weekly basis.
  - In the case of a duty hour violation, the fellow must document on why there was a violation. The program director will then review and document on that violation. A violation may be justifiable, but the program director must approve.
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**Policy: Clinical and Education Work Hours Policy & Standard Operating Procedure**

**Page 2 of 3**

- **Violations** - Caseloads will not be so heavy as to cause the fellow to exceed the weekly limit on fellow duty hours. The training director will respond to reports or evidence of excessive duty hours by:
  - Discussions with appropriate house staff and attendings
  - Use of logs to document time spent on duty
  - Modify rotation or call schedules to ensure compliance
  - If necessary, remove fellows from an offending rotation

Caseloads will not be excessive as to negatively impact a fellow’s physical and/or emotional well-being. This will be monitored by the fellow’s attending on each rotation and/or other staff who work with the fellow and by the training director at the semi-annual meetings. If there is evidence of fellow stress or fatigue:
  - The attending will explore the situation with the fellow initially.
  - If the attending is unable resolve the issue, it will be referred to the program director.
  - The fellow may bring concerns directly to the program director at any point.

- **Weekend Rounding Policy** - Requiring weekend rounding is at the discretion of the individual rotations within work hour regulations. Weekend rounds at Immanuel are covered by the adult resident and the medical students, with backup by the CAP fellow assigned to the service, unless the fellow has previously arranged their 24 hours off with the attending.

**PROCEDURE:**

- Each rotation must have a written policy concerning weekend rounding responsibilities for fellows assigned to their service.
- This policy is to be given to the fellow on the first day of the rotation
- Any weekend rounding responsibilities must adhere to the ACGME's and training program's work hour policies:
  - Fellows must have at least one day per week free from duties averaged over 1 month,
  - The rounding fellow may be available to take pages concerning patients on whom they have rounded that day until 8pm at the latest. The specific cut-off time for that duty must be written in the rotation's policy,
  - The rounding fellow should sign off to the in-person call resident or fellow before relinquishing their pager duties.
- Fellows on the services to be covered by another resident/fellow on weekend days should contact that resident/fellow to hand-off the care for the following day.
- The policy must contain a clear description of the supervision lines available to the resident/fellow,
- Lack of a written policy could preclude fellow from rounding on that service during weekends.
After-Hours Coverage of Patients on Rotation Services - Fellows assigned to inpatient or consultation services will be available to take pages concerning patients on their assigned services to provide continuity of care. This must be balanced with work hours that do not preclude rest and reasonable personal time.

PROCEDURE

For CHI, during after hours, faculty covers the Immanuel Assessment Center calls related to patients from the CHI Psych Associates Immanuel Child & Adolescent clinic only.

- All active services are covered by phone (from home) after hours and on weekends by the fellow on the service (first call) and backed up by the site-specific faculty as follows (except for the 24 hours off weekly previously arranged with the attending):
  - RTC
  - Children’s Hospital (rare)
  - Immanuel C&A
  - UNMC

  If an attending is off or on vacation, they will forward their pager to their covering physician.

REFERENCES
https://www.acgme.org/

AMENDMENTS OR TERMINATION OF THIS POLICY
Creighton University reserves the right to modify, amend or terminate this policy at any time.

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.