Policies and Procedures

PURPOSE
To delineate the Internal Medicine department’s work hour rules.

SCOPE
This policy applies to all internal medicine residents in the Creighton University School of Medicine/ Maricopa Medical Center (Phoenix) Program.

POLICY
The Internal Medicine program schedules resident assignments to follow all applicable ACGME requirements. Faculty members know, honor, and assist in implementing the applicable work hour limitations. Residents comply with those limitations, accurately report work hours, and cooperate with work hour monitoring procedures. All involved identify and report sources of potential work hour violations, and collaborate to devise appropriate corrective action. This program adheres to Creighton University Policy on Clinical and Educational Work Hours.

DEFINITIONS
Work hours: all clinical and academic activities related to the program. This includes patient care, administrative duties relative to patient care (including those, if any, conducted from home), provision of transfer of patient care, on-call time spent in-house, and scheduled activities such as conferences. Work hours do not include reading and preparation time spent away from the duty site.

External moonlighting: Voluntary, compensated, medically-related work performed by a resident of the Internal Medicine program at a place which is NOT used by the Internal Medicine program for training.

Internal moonlighting: Voluntary, compensated, medically-related work performed by a resident of the Internal Medicine program at this hospital or at any of the other sites used by the Internal Medicine program for training.

Scheduled work periods: Assigned duty at this hospital or other training site encompassing hours which may be within the normal work day, beyond the normal work day, or a combination of both.

PROCEDURES
1. Weekly limit: Work hours are limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting (both external and internal). All moonlighting hours are reported as work hours. (NOTE: PGY-1 residents are not permitted to moonlight.)

2. Days off: Residents have a minimum of one day (24 hour period) every week free of all duty, when averaged over the four weeks of the rotation.

3. Maximum duty period length:

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- The Department of Internal Medicine does not have residents participate in at-home call.

8. Monitoring of Work Hours
   - Each resident will be responsible for entering their work hours daily into New Innovations.
   - The Program (Program Director, Chief Resident, and Program Coordinator) will review the work hours entered by the residents monthly and will meet with those residents who either fail to enter their hours in a timely manner or who violate the policy as delineated above.
   - It will be the responsibility of the Program Director to review any repeat violations to determine whether or not a change is required to a rotation schedule, and if so, to see to the implementation of schedule changes to ensure compliance with all ACGME work hour rules and regulations.

9. Distribution of Department Work Hour Policy
   - Distribution of this policy will take place at the start of each academic year and whenever substantial changes are made to this policy. A copy of this policy will be kept in New Innovations for review at any time.

10. Fatigue Education
    - Education on fatigue mitigation will take place at least once per academic year at a live noon-time conference, to be administered by the Program Director or Associate Program Director. For those residents and faculty who fail to attend this mandatory noon-time conference, this presentation will be assigned for review in New Innovations. This will be done each academic year.
    - If a resident is not “fit for duty” (fatigued, impaired, ill, etc.) and cannot remain on duty, arrangements will be made to relieve the resident from their clinical duties and escort them home (via taxi or a ride from another resident).

REFERENCES
ACGME
Creighton University GME Policy link:
https://alliance.creighton.edu/sites/g/files/indaly966/files/2019-05/gme_clinical_and_education_work_hours_policy_1.pdf

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

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