



<b>TITLE: Policy on Clinical Experience and Educational Work Hours</b>		
<b>ACGME Institutional Requirement: IV.K.</b>		<b>P&amp;P#87102-043</b>
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<b>Administrative Approval</b> Katie Love, CPMSM, HACP Executive Director Enterprise Medical Staff Services & Institutional Medical Education Designated Institutional Official Date: 09.07.2023	<b>Director, Medical Education Approval</b> Patty Huang, MD Director of Medical Education Date: 09.12.2023	
<b>Graduate Medical Education Committee Approval</b> Date: 09.12.2023		
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**STATEMENT**

Hoag Memorial Hospital Presbyterian is committed to the provision of a high-quality Fellow training environment while balancing time for educational experiences with patient care responsibilities. The program and institutional leadership supervise and promote Fellow physicians' health and well-being while they learn to deliver safe, effective patient care.

**SECTION 1: PURPOSE**

- 1.1 The purpose of this policy is to establish work hour requirements and formal procedures for ensuring compliance.

**SECTION 2. APPLICABILITY and SCOPE**

- 2.1 This policy applies to all Fellows in training programs at Hoag Memorial Hospital Presbyterian.

**SECTION 3. POLICY**

**Policy on Fellow Clinical Experience and Educational Work Hours**

- 3.1 The Hoag Memorial Hospital Presbyterian fellowship programs affirm the ACGME Principles regarding clinical and educational work hours. Programs are committed to promoting patient safety and Fellow well-being and to providing a supportive educational environment.
- 3.2 All Fellows will be provided with schedules detailing assigned rotations for each year. These rotations have been carefully designed to incorporate both accreditation requirements and the needs of the individual Fellow.
- 3.3 Rotations in each program will generally keep weekday business hours. It is expected that there will be preparation activities (reading and writing) beyond this. Some rotations may require night or weekend coverage. Each Fellowship program that has rotations requiring night or weekend call will set its own policy with regard to the maximum hours per week allowable and the maximum hours consecutively worked allowable. These policies will set the maximum allowable hours based on the number of hours that are required to maintain a high quality of patient care and that will enhance the Fellowship training experience while assuring compliance with ACGME requirements on duty hours.

### 3.4 Clinical Experience and Educational Work Hours

In setting these policies, each program will adhere to the following ACGME guidelines:

.4.1 Clinical experience and educational work hours are defined as all clinical and academic activities related to the Fellowship program. This includes inpatient and outpatient clinical care, inhouse call, short call, night float and day float, transfer of patient care, and administrative activities related to patient care, such as completing medical records, ordering and reviewing lab tests, and signing orders. For call from home, time devoted to clinical work done from home and time spent in the hospital after being called in to provide patient care count toward the 80-hour weekly limit. Types of work from home that must be counted include using an electronic health record and taking calls. Reading done in preparation for the following day's cases, studying, and research done from home do not count toward the 80 hours.

Hours spent on activities that are required in the accreditation requirements, such as membership on a hospital committee, or that are accepted practice in Fellowship programs, such as Fellows' participation in interviewing Fellowship candidates, must be included in the count of clinical and educational work hours.

.4.2 Maximum Hours of Clinical and Educational Work per Week:

.4.2.1 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.

.4.3 Mandatory Time Free of Clinical Work and Education:

.4.3.1 Fellows should have eight hours off between scheduled clinical work and education periods.

.4.3.2 Fellows 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 cannot be assigned on these free days.

.4.4 Maximum Clinical Work and Education Period Length:

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

.4.4.1.1 Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or Fellow education.

.4.4.1.2 Additional patient care responsibilities must not be assigned to a Fellow during this time.

### 3.5 Clinical Experience and Educational Work Hour Exceptions

.1.1 In rare circumstances, after handing off all other responsibilities, a Fellow, on their own initiative, may elect to remain or return to the clinical site in the following circumstances: to continue to provide care to a single severely ill or unstable patient; to give humanistic attention to the needs of a patient or patient's family; or to attend unique educational events.

.1.2 These additional hours of care or education must be counted toward the 80-hour weekly limit.

.1.3 A Review Committee may grant rotation-specific exceptions for up to 10 percent or a maximum of 88 clinical and educational work hours to individual programs based on a sound educational rationale.

.1.3.1 In preparing a request for an exception, the program director must follow the clinical and educational work hour exception policy from the ACGME Manual of Policies and Procedures.

**3.6 On-Call Activities:** The objective of on-call activities is to provide Fellows with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those work hours beyond the normal workday when Fellows are required to be immediately available in the assigned institution.

- .1.1 In-house call must occur no more frequently than every third night, averaged over a four-week period.
- .1.2 At-home call (pager call) is defined as call taken from outside the assigned institution.
  - .1.2.1 Time spent on patient care activities by Fellows on at-home call must count toward the 80-hour maximum weekly limit. The frequency of at-home call is not subject to the every-third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks.
    - .1.2.1.1 At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each Fellow.
  - .1.2.2 The Program Director and the faculty must monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue. Faculty and Fellows must be educated to recognize the signs of fatigue and sleep deprivation.
  - .1.2.3 Subspecialty Review Committees may further specify On-Call activity requirements. It is the responsibility of the Program Director to understand and implement any subspecialty specific requirements.

#### **SECTION 4. REFERENCES**

- 4.1 **ACGME Common Program Requirements – Fellowship**  
[https://www.acgme.org/globalassets/pfassets/programrequirements/cprfellowship\\_2023.pdf](https://www.acgme.org/globalassets/pfassets/programrequirements/cprfellowship_2023.pdf)
- 4.2 **ACGME Common Program Requirements – Frequently Asked Questions**  
<https://www.acgme.org/globalassets/pdfs/faq/common-program-requirements-faqs.pdf>