

Work Hour Rules Explained

- Work Hours are defined as all clinical and academic activities related to the residency program.
- The purpose of recording work hours is to prevent programs from overworking residents, or residents from overworking themselves.
- They do not include reading, studying, and academic preparation time, such as time spent away from the patient care unit preparing for presentations or journal club.
- Logging work hours is a requirement for every resident at every accredited institution.
- Be sure to log work hours into New Innovations at the end of each week or more frequently.
- Work hour logs will be reviewed at the mid-year and end-of-year meetings with your Program Director.

Basic Rules:

- Work hours must be limited to 80 hours per week, **averaged over a 4 week period**, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting.
- PGY-1: Residents are not permitted to moonlight, PGY-2+ can with Program Director approval.
- 24+4 Continuous on-site work, including in-house call, must not exceed 24 consecutive hours. You are allowed 4 additional hours to participate in didactic activities, and transitions of medical/surgical care. **New clinical duties/patients CANNOT be accepted after 24 hours.** These additional 4 hours should be recorded using the "Post-Call" work type.
- Exceptional Circumstances – After your 24 + 4 in rare circumstances you can remain with a single severely ill patient, or attend unique educational events. It must be a decision resident makes voluntary, and not be coerced.
- Must have 14 hours free of work after 24 hours of in-house work
- If you are taking a lunch break, or a short break make sure to log it as a "Break / Not Working"! Fill that gap to prevent Short Break Violations!

1 in 7 rule:

Residents must be provided with 1 day in 7 free from all educational and clinical responsibilities, **averaged over a 4 week period**, inclusive of call (in-house and at-home). **This must be a 24 hour period.** This is averaged across 4 weeks or the rotation.

- Having the day off occur immediately following in-house call is okay only if preceded by a 8 hour break (so in total, you would have 8+24 hours off before your next work period).
- At-home call must not be assigned on these free days.
- A break period is not required following at-home call, the day after at-home call may be considered 24 hours off.
- Vacation time does not satisfy 1 in 7 rule, they are separate. You will have your vacation and you will also need to have your 24 hour off period every 7 days **averaged over the 4 week period.**

8 Hour Break Rule:

The time off between 2 work periods should be 8 hours!

- There are no exceptions to this rule and it is **NOT averaged over 4 weeks.**
- A 8 hour break should be provided between all daily work periods and after in-house call. For consecutive days of in-house call (a weekend), a 8 hour break must occur between the 2 days.

In house call:

Must occur no more frequently than every third night, **averaged over a four week period.**

- This is a continuous work period between the evening hours of the prior day to the next morning, generally scheduled in conjunction with a day of patient care work prior to the call period.
- Residents must not take in-house night call on two consecutive nights.

At-Home Call:

For at-home call, only the hours spent in the hospital and doing patient care activities at home count towards the 80 hours.

- The frequency of at home call is not subject to the every third night, or 24(+4) limitations, but it must satisfy the 1 in 7 rule when **averaged over a 4 week period**.
- Any time spent At-Home doing patient care activities are counted towards the 80 hour limit.
 - Including using an electronic health record or taking calls from home
 - NOT including preparation for next day's cases, studying, or research.
- Any time spent in the hospital after being called in is counted toward the 80 hour limit, however, time spent in the hospital while on at-home call does NOT initiate a new off-work period. When logging use "At-Home Call Not Called In", if called back to the hospital log as "At-Home Call Called In."
- PGY-1 cannot take at home call because supervision is not possible.
- At-home call must not be so frequent or taxing as to prevent rest or reasonable personal time. On occasion, it may be demanding; with frequent phone consultations, or a return to the hospital for emergency care/consultation. However, if it prevents a resident from adequate rest, or if there are extensive returns to the hospital on a consistent basis you need to notify your Program Director. Program Directors must monitor the intensity and workload resulting from at-home call.

What other things might be considered work hours:

- Away Conferences should be recorded just as they would be for an on-site conference hosted by the program or sponsoring institution. Travel time and non-conference hours while away do not meet the definition of "work hours" in the ACGME requirements.
- Any tasks related to performance of duties (completion of medical records, submitting orders, reviewing lab tests, time spent on research, etc.), **even if performed at home**, count toward the 80- hour limit.
- If attendance is "strongly encouraged", the hours should be included because work hours apply to all required hours in the program, and it is difficult to distinguish between "strongly encouraged" and required.

Averaged over a 4 week period explained:

Several of the above rules are averaged over a month or four week period. Averaging occurs by rotation, either four-weeks or one-month, or the period of the rotation if it is shorter than four weeks.

- Programs must not combine heavy and light assignments (e.g. rotations having in-house call with those that do not) to obtain a lower average.
- Vacation time and leave is not included in the calculation (e.g., if a resident is on vacation for one week, the hours for that rotation are averaged over the remaining three weeks)..
- The requirements do not permit a "rolling" average, because this may mask compliance problems by averaging across high and low work hour rotations. The rotation with the greatest hours and frequency of call must comply with the common work hour requirements.
- Work hours in any given four-week period must comply with all work hour rules.
- This includes months with holidays, during which institutions may have fewer staff members on work. During the holiday period, residents not on vacation may be scheduled more frequently but the schedule during the holidays may NOT violate common work hour requirements (such as the requirement for adequate rest between work periods).

Overages and Violations:

When you have an overage or a violation you must provide justification in New Innovations on your work hour log. Your Program Director will then be required to approve the overage/violation in New Innovations as well.

For more detailed information go to <http://lsuh.sc/mswork>

Work Hour Types for Logging in New Innovations

Work Hours must be recorded to reflect every day that you work or are on call

Shift – Regular working hours that do not fit any of the other work hour types.

Clinic – to be used when working in a clinic.

Continuity Clinic – to be used when working at a continuity clinic.

Call – to be used when doing overnight call.

Post Call – to be used after a 24 hour overnight call to complete paperwork and patient transition activities.

Exceptional Circumstances – to be used in RARE circumstances for severely ill patients or unique conferences. Hours logged on this type count towards 80 hour week.

Conference – to be used when attending conferences, journal club, didactics, and other educational events

Moonlighting – to be used when moonlighting, either internal or external. Must be approved by your Program Director. PGY-1 cannot moonlight.

Night Float – To be used when working any night float rotation or shift

Vacation/Leave – Vacation, sick leave, educational leave. Per ACGME rules, any days scheduled as Vacation/Leave are NOT counted as days off for day off requirements.

At Home Call--Not Called In – to be used when at home during home call. Does NOT count towards the 80 hour week.

At Home Call-Called In – to be use when called in to work during at home call. Does count towards the 80 hour week.

At Home Call-Clinical Work – to be used when at home completing clinical work. Does count towards the 80 hour week.

At Home Call-Phone Consult – to be used when at home doing a phone consultation. Does count towards the 80 hour week.

Break / Not Working – to be used for short breaks throughout the day. **This should be used to fill in any gaps in working time to prevent a “Short Break” violation.** Any time recorded with this work type counts towards the 24 maximum shift length and 80 hour work week limits.

Support Resources for New Innovations

LSU NI Info Website – Contains introductory info into New Innovations, in addition to LSU specific info: http://www.medschool.lsuhs.edu/medical_education/graduate/NI/

New Innovations Online Support –Go to the Help menu in the top right corner of the screen after logging in to New Innovations. You can contact support, view any of their online webinars, or view the documentation for all aspects of the software.

New Innovations Phone Support – 330-899-9954 available during business hours. You will need to give them your name, department, and institution login (LSUHSCNO).

LSU GME Office NI Support – LSU specific questions and NI login assistance:

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