

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**

<b>Program:</b>	<b>Subject:</b> Clinical Experience and Education (Resident Duty Hours) Guidelines	<b>Page 1 of 2</b>
<b>Effective Date:</b> 07/01/2005		<b>Revised Date:</b> 8/7/09; 3/1/11, 5/10/16; 5/12/17; 2/6/2018; 5/17/18
<b>Approval Date:</b> 2/6/2018	<b>Date Reviewed:</b> 06/22/05; 5/10/16; 5/12/17; 2/6/2018	<b>Approved by:</b> GMEC

**University of Florida College of Medicine - Jacksonville (Sponsoring Institution) and GMEC Policy**

The University of Florida College of Medicine - Jacksonville is responsible for promoting patient safety and education through carefully constructed clinical and educational work hour assignments and faculty availability. The institution's written policies and procedures governing resident clinical and educational work hours support the physical and emotional well-being of the resident, promote an educational environment, and facilitate patient care.

The educational goals of the program and learning objectives of residents must not be compromised by excessive reliance on residents to fulfill institutional service obligations. Both the Institution and the programs must monitor clinical and educational work hours and call schedules and adjustments made as necessary to address excessive service demands and/or resident fatigue.

However, clinical and educational work hours must reflect the fact that responsibilities for continuing patient care are not automatically discharged at specific times. ACGME-accredited programs must ensure that residents are provided appropriate backup support when patient care responsibilities are especially difficult or prolonged. The structuring of clinical and educational work hours and on-call schedules must focus on the needs of the patient, continuity of care, and the educational needs of the resident.

The University of Florida College of Medicine - Jacksonville has developed procedures to regularly monitor resident clinical and educational work hours in compliance with ACGME Institutional and Program requirements.

The University of Florida College of Medicine - Jacksonville also requires that each program has formal written policies governing resident clinical and educational work hours that are consistent with the Institutional and ACGME Requirements. The GMEC reviews and approves all program clinical and educational work policies.

**INSTITUTIONAL MONITORING PROCEDURES:**

Resident Clinical and Educational Work (Duty Hour) Log: All residents and fellows must log their clinical and educational work hours in New Innovations, with appropriate classification of activities (e.g., clinic, conference, in-house call, etc.) beyond arrival and departure. This information must be as accurate as possible, and thus the frequency of entry of data should be as often as necessary to have high data integrity on behalf of the individual, program and institution. Residents are required to log at least every two weeks.

Resident Clinical and Educational Work (Duty Hour) Assessment Survey: An online Resident Survey has been developed that is dedicated to clinical and educational work hour assessment; participation by all Residents will be scheduled on a regular basis, as part of the required clinical and educational

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work hour monitoring and oversight by the Sponsoring Institution/UFCOM-J. The Resident Clinical and Educational Work (Duty Hour) Survey is available online via secure Resident passcode in [New Innovations](#). The Office of Educational Affairs will review and distribute cumulative data from the surveys to the appropriate programs for any necessary action.

Resident Clinical and Educational Work (Duty) Hour Hotline: The Resident Clinical and Educational Work (Duty) Hour Hotline enables Residents to report clinical and educational work hour noncompliance issues or concerns to the Office of Educational Affairs in a secure and confidential environment. The UFCOM-J will treat all submissions in a serious and confidential manner. The Hotline is a form available on the UFCOM-J [Graduate Medical Education website](#).

Call Schedules: Programs must be able to pull resident call schedules from New Innovations or other method for a period of ten years, if needed for a CMS IRIS audit.

Fatigue Education: In accordance with ACGME requirements, faculty and residents must be educated to recognize the signs of fatigue. Options available include the completion of the *Sleep, Alertness and Fatigue Education in Residency (SAFER)* module, produced by the American Academy of Sleep Medicine. Programs must document compliance on the Office of Educational Affairs' Annual Program Evaluation and Review form.

**PROGRAM MONITORING PROCEDURES AND REQUIREMENTS:**

In addition to compliance with and utilization of the above-described Institutional Monitoring Procedures, the following program monitoring procedures apply:

Program Clinical and Educational Work (Duty) Hours Monitoring Procedures:

Fatigue Mitigation Procedures: