

<b>Policy Title:</b> Duty Hours Policy	<b>Policy Number:</b> SOMGME-005
<b>Original Date:</b> 17-10-2016	<b>Next Review Date:</b> 27-02-2027

**I. Purpose of the Policy**

The purpose of this policy is to mitigate fatigue and burnout on one hand, and to safeguard the wellbeing of our trainees on the other hand. This policy delineates the Lebanese American University Graduate Medical Education (GME) guidelines on duty hours, that are consistent with ACGME-I common program requirements.

**II. Policy Scope**

This policy applies to all trainees, including Residents and Fellows, during their specialty or subspecialty training, after completion of medical school.

**III. Definitions**

Duty hours represent clinical and academic activities related to the residency or fellowship program. This includes patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-hospital to fulfill call activities, and scheduled academic activities such as conferences, grand rounds and others.

Duty hours do not include any educational activity such as reading or preparing while away from the clinical site.

**IV. Policy Statement**

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-hospital clinical and educational activities.

Trainees must have one day (continuous 24-hour period) in seven free from all educational, clinical and administrative responsibilities, averaged over a four-week period. At-home call cannot be assigned on these days.

Adequate time for rest and personal activities must be provided between all daily duty periods. This should consist of an eight-hour time period provided between all daily duty periods, and 14-hour period after 24 hours of in-hospital call.

In-house call must occur no more frequently than every third night, averaged over a 4-week period except for trainees in rotations with scheduled shifts.

Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. No new patients may be admitted by the post-call resident after 24 hours of continuous duty. Residents may remain on duty for up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.

At-Home Call - or “pager call,” is defined as call taken from outside the assigned site. The frequency of at-home call is not subject to the every-third- night, or “24+6” limitation. When residents/fellows are called into the hospital from home, they may care for new or established patients and the hours spent in-hospital, are counted toward the eighty-hour limit. Such episodes will not initiate a new “off-duty period” and are not counted toward the time between scheduled shifts. At-home call must not be as frequent or taxing as to preclude rest or reasonable personal time for each resident.

#### **A. Schedule Compliance**

The master schedule for all residents must meet the following rules:

1. Minimum time off between shifts = eight hours
2. Minimum time off after 24 hours of in-house call = 14 hours
3. Maximum shift length PGY II-V = 24 hours
4. Minimum of one day off in seven days (averaged over four weeks)
5. Maximum weekly hours = 80 hours (averaged over four weeks)

Exceptions: in rare circumstances, after handing off all other responsibilities, a resident, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:

- a. To continue to provide care to a single severely ill or unstable patient.
- b. Humanistic attention to the needs of a patient or family.

- c. To attend unique educational events.

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

**B. Procedure**

1. Residents and Fellows are responsible for accurately reporting their duty hours on the MyEvaluations platform, including all time spent moonlighting, as per program requirements.
2. Concerns regarding duty hours may be reported by resident/fellow to the Designated Institutional Officer/Assistant Dean for GME via email, telephone 5837, or via anonymous reporting on the MyEvaluations platform.
3. Compliance with the duty hours policy will be periodically monitored by the Program Director (PD) with appropriate oversight by the GME office:
  - a. Review of programs' policies on duty hours, call schedules, and resident working environment as part of the GMEC Annual Program Review (APE) and its semi-annual update
  - b. Review of monthly duty hour reports from the MyEvaluations system by the program director and reporting quarterly to the GME office
  - c. Monitoring the anonymous confidential reporting system for duty hour-related complaints on the MyEvaluations platform
4. In case of non-compliance, the program director will determine whether a corrective action is needed. Corrective actions include but are not limited to counseling the resident/fellow, adjusting work schedules to ensure work hour compliance, or referring the case to the chairperson or the GME office for further investigation and corrective measures.

If the violation persists despite all interventions, the GME office will convene a special review committee to conduct a review of the non-compliant residency/fellowship program (Check Special Review Policy).

Approved by	Date
GMEC	29-02-2024
Interim Review	27-02-2024