



## Universidad Central del Caribe School of Medicine Duty Hours Policy

### Students Duty Hours for the clinical years

#### A. Principles

1. The clinical departments must be committed to and responsible for promoting patient safety and student as well as resident well-being. The clinical department will provide a supportive educational environment.
2. The learning objectives of the course must not be compromised by excessive duty hour assignment to students, or reliance on students to fulfill service obligations.
3. Didactic and clinical education must have priority in the allotment of students' time and energy.
4. Duty hour assignments must recognize that students have a responsibility to fulfilling the goals and objectives their course.

#### B. Supervision of Students

The course coordinator must ensure that qualified physicians (residents or faculty) provide appropriate supervision of student patient care activities, and are made aware of the educational purpose of such experience.

#### C. Fatigue

The students must be educated to recognize the signs of fatigue and sleep deprivation and must adopt and apply policies to prevent and counteract its potential negative effects on learning and patient care.

#### D. Duty Hours (the terms are defined in the ACGME Glossary)

Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care; time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

1. Duty hours must be limited to 60 hours per week, averaged over a four-week period, inclusive of all in-house call activities.

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2. Students must be provided with one day in seven free from all educational and clinical responsibilities.
3. Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time period provided between all daily duty periods and after in-house call.
4. NO In-house call duty hour can be assigned on the night before the Shelf exam.

### E. On-call Activities

1. In-house call must occur no more frequently than every **fifth to sixth night**, averaged over a four-week period.
2. Continuous on-site duty, including in-house call, must **not exceed 16 consecutive hours**. Students may remain on duty for up to two additional hours to participate in didactic activities, transfer care of patients, and maintain continuity of medical and surgical care.
3. No new patients may be accepted after 12 hours of continuous duty.

### G. Duty Hours Exceptions

A Review Committee may grant exceptions for up to 10% or a maximum of 66 hours to individual programs based on a sound educational rationale.

1. In preparing a request for an exception the course coordinator must submit a request in writing to the Clinical Years Committee. The committee will analyze the proposition and grant permission if the educational purposes of the proposition out weight the potential for exhaustion of the students.
2. Prior to submitting the request to the Committee, the course coordinator must discuss the situation with the clinical year coordinator.

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Modified from the

ACGME language Approved: February 13, 2007 Effective: July 1, 2007

## UCC –Duty Hours Policy

Office of Associate Dean for Clinical and Faculty Affairs

A: SUBJECT: Duty Hours Procedure

B: EFFECTIVE DATE:

C: POLICY: Policy on Duty Hour Regulations and Procedure

The Office of the Associate Dean for Clinical and Faculty Affairs shall require all clinical clerkships in the UCC to comply with the ACGME duty hours policy as modified and applied to the medical students of the Universidad Central del Caribe and to monitor the documentation of duty hours in all our clinical settings, to ensure our medical students are not being placed at risk for fatigue, and to document compliance with our Duty Hours policy.

Definition:

Duty hours are defined as all clinical and academic activities related to clinical years clerkships; i.e., patient care (direct patient care: both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, and scheduled activities such as conferences. Duty hours do *not* include reading and preparation time spent away from the duty site. Duty hours' restrictions are based upon the ACGME Duty Hour rules as found in the Common Program Requirements on the ACGME website and as modified to be applicable to medical students:

<http://www.acgme.org/acWebsite/home/home.asp>

D: PROCEDURE:

1. Faculty and students must be educated to recognize the signs of fatigue and sleep deprivation and must adopt and apply policies to prevent and counteract its potential negative effects on patient care and learning.
2. The Institution mandates that all clinical clerkships comply with the UCC regulations regarding duty hour restrictions.
3. This policy recognizes that there may be exceptional circumstances in some clerkships that require accommodation for compliance with the duty hour policy and establishes procedures for notification and monitoring.
4. UCC does not allow exceptions to the 60 hours weekly limit on duty hours for our students.

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5. The Clinical Years Curriculum Committee has established a Duty Hours Compliance reporting procedure as part of its regular meetings agenda. It will be the responsibility of this Committee to review the tracking reports and determine compliance. The Committee will compile and track additional information relating to duty hours for each clerkship including student duty hours log and reporting, violations and internal reviews, etc.)

### 6. Duty Hour Log and Monitoring

a. The Clerkship Coordinator must maintain a learning environment conducive to educating the students on the clinical as well as educational goals of their concerned specialty in medicine. The coordinator must:

i. implement policies and procedures consistent with the institutional and program requirements for student duty hours and the educational environment and, to that end, must **monitor duty hours, according to UCC institutional policies,** with a frequency sufficient to ensure compliance with requirements;

ii. adjust schedules as necessary to mitigate excessive service demands and/or fatigue; and,

iii. if applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue.

b. Because of the intricacies of and individual clerkship regarding duty hours, it will be the responsibility of the Clinical Coordinators and his/her staff to monitor duty hours, and collect data. Establish trends and systems-based causes and adjust schedules sufficient to ensure compliance. The clinical coordinators have the obligation to inform and request permission if necessary to the Clinical Years Committee of any such exceptions to the institutional duty hours policy.

c. Clerkship Coordinators will complete and submit a duty hours tracking report to the Committee on the following schedule:

i. Report duty hours after the completion of each clinical clerkship (4, 6 or 9 weeks).

ii. Report all Duty Hours violations or complaints to the Clinical Years Coordinator, with the actions taken to correct such.

d. The Clerkship Coordinator will report any recommended action or follow up to the full GME Committee. A Clinical Coordinator may be asked to provide additional information and/or clarification. If clerkships cannot

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achieve compliance easily by schedule alteration, a more detailed compliance plan may be requested.

f. In the event of failure to comply with either tracking, monitoring or proposing solutions to violations, the Clerkship Coordinator and/or Department Chair may be asked to present to either the full Clinical Years Committee.

### 7. Reporting of duty Hours violations or concerns:

- i. Medical Students must be responsible for recording their own hours.
- ii. Any student participating in rotations at VAH, San Juan Municipal Hospital, HIMA-San Pablo Caguas, HURRA, Hermanos Melendez, Puerto Rico Children’s Hospital, San Jorge Children’s Hospital, and others must log all duty hours for those rotations.
- iii. Any medical student wishing to discuss **or report** a duty hour concern may do so confidentially with the corresponding clinical coordinator, or the Dean of Student Affairs.