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**POLICY NAME:** Duty Hours

**Responsible Party:** Office of Medical Education

**Applies To CMED:**  Faculty  Students  Residents  Staff  Administration

**Approval Date:** 6/23/2016 Curriculum Committee

Policy  Procedure

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**POLICY:**

Medical students will be scheduled for clinical duties in compliance with this policy (under procedures), and not exceed the duty hours parameters outlined here by schedule or expectation of attendance.

**PURPOSE:**

Medical students assume levels of supervised patient care responsibility commensurate with their level of training, allowing for progressive development of knowledge, skills, and attitudes as they progress in the curriculum, from pre-clerkship, to clerkship training and into elective rotations. In addition to a curriculum that fosters this development, there must be a rational policy outlining scheduled duty hours, and physical presence. This policy reflects not only the value of educational principles, but also the value of study/work/life balance, and safety.

In addition to advancing their clinical skills, medical students must have ample opportunity to consolidate their learning through self-study. Their level of clinical responsibility should allow adequate time for study, review, and preparation for required formative and summative evaluations.

**DEFINITIONS:**

*Duty hours* for medical students are defined as all clinical and academic activities related to medical student education including patient care (inpatient and outpatient), clinical administrative tasks (documentation and paperwork), time spent in-house

while on call and scheduled academic activities (conferences and assessment). Time spent in self-study, preparation for case or rounding, assigned projects or write ups are not counted as duty hours. Clinical patient care occurs around the clock, every day of the year. As such for the purpose of duty hours *a week is a 7 day calendar week.*

## **PROCEDURES:**

1. Student duty hours must not exceed an average of 80 hours per week for each rotation.
2. Students must be allowed an average of 1 full day (24 continuous hours) in 7 free from all required clinical or academic activities for each rotation. This standard must be adhered to for each 4 week cycle of a rotation, if a rotation is longer than 4 weeks in length.
3. Overnight, in-house call should not be assigned more frequently than every 4th night
4. The maximum period of continuous duty for a student should not exceed 24 hours. An additional 4 hours may be permissible for brief transitions of care and academic activities.
5. Night float, night shifts or other overnight activities must not be assigned for more than 6 consecutive days, after which the student must have a minimum of 24 hours off before the next assigned activity.
6. The student must not be required to complete overnight call, night float or night shift the evening/night prior to an examination or performance based assessment.
7. In order to facilitate student transition to the next clerkship assignment, students should not be scheduled for any clinical or academic activities on the final Sunday of the clerkship. In addition, students who are starting their subsequent clerkship or elective at a different geographic site should not be assigned to any clinical or academic activities on either Saturday or Sunday of the last weekend of the clerkship rotation.
8. Religious holidays are given consideration and should be granted as time off if requested. Students requesting time off for religious observances must do so by written communication (email is sufficient) with the clerkship director or designee 60 days prior to the beginning of the rotation.
9. Medical students may, on their own initiative, remain beyond their scheduled period of duty to continue to participate in the care of a patient for short, limited amounts of time (less than 2 hours). Justifications for such extensions include but are not limited to care for a severely ill or unstable patient, the academic

- importance of the event transpiring, or the humanistic attention to the needs of the patient or the patient’s family.
10. The monitoring of scheduled duty hours is the joint responsibility of the student, the supervising faculty, the clerkship director and the Year III/IV committee. If a student has a concern regarding scheduled duty hours, she/he must first attempt to resolve the concern with the clerkship director and/or the supervising faculty. If it cannot be addressed satisfactorily, the Year III/IV director must be contacted immediately to resolve the situation. Students will be asked to report any violations of the duty hours on their end-of-rotation clerkship evaluation forms.
  11. Annually, summaries by clerkship of the student data on duty hours will be presented to the Year 3-4 committee. Reports on the resolution of any duty hours’ violations will also be presented. It is the responsibility of the Year 3-4 committee to address any continuing violations with the appropriate discipline chair.

*The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*

History	
5/21/2014	Initial approval by Curriculum Committee/Faculty Executive Committee
1/20/2016	Approved by Curriculum Committee
6/23/2016	Reviewed and approved by Curriculum Committee