




Policy:	Clinical & Educational Work Hours - Moonlighting Policy	
Effective Date:	August 1, 2020	
Approved By:	GMEC Approval	June 30, 2020
	Hong Potomski, DIO & Executive Director	 <small>Hong Potomski (Aug 10, 2020 13:53 CDT)</small>

AREF Fellowship Programs Clinical and Educational Work Hours and Moonlighting Policy

Scope and Purpose

Clinical and Educational Work Hours guidelines are outlined by the Accreditation Council for Graduate Medical Education (ACGME) in such a manner that allows schedules to be written in a manner consistent with program need and fellow/resident wellness in consideration. The policy below outlines AREF’s process for reporting and managing hours, while adhering to the ACGME requirements, giving flexibility to scheduling to ensure patient safety and fellow/resident’s education.

Clinical and Educational Work Hours for Fellows/Residents

1. Clinical and Educational Work Hours are defined as all inhouse clinical and educational activities, clinical work done from home, and all moonlighting. This includes conferences, mandatory game coverage, and calls taken from home. Reading done in preparation for the following day’s cases, studying, and research done from home do not count.
2. Clinical and Educational Work Hours are limited to 80 hours per week, averaged over a four-week period.
3. Fellows/residents are provided with one-day-off-in-seven from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, call and administrative activities.
4. Fellows/residents should have eight hours off between scheduled clinical work and education periods.
5. Fellows/residents must have at least 14 hours free of clinical work and education after 24 hours of in-house call.
6. Clinical and educational work periods for fellows/residents must not exceed 24 hours of continuous scheduled clinical assignments.
 - a. Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or fellow/resident education.

On-Call Activities

Currently AREF does not require “on-call” for our fellows/residents. (The objective of on-call activities is to provide fellows with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those Clinical and Educational Work Hours beyond the normal workday when fellows/residents are required to be immediately available in the assigned institution.) If “on-call” shall be instituted, the following will apply:

1. In-house call is no more frequent than every third night, averaged over a four-week period, if at all.
2. Continuous on-site duty, including in-house call, does not exceed 24 consecutive hours. Fellows/residents may remain on duty for up to four additional hours to participate in

didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care as defined in Specialty and Subspecialty Program Requirements.

3. No new patients, as defined in Specialty and Subspecialty Program Requirements, may be accepted after 24 hours of continuous duty.
4. At-home call (pager call) is defined as call taken from outside the assigned institution.
 - a. The frequency of at-home call is not subject to every third night limitation. However, at-home call must not be so frequent as to preclude rest and reasonable personal time for each fellow/resident. Fellows/residents taking at-home call are provided with 1 day in 7 completely free from all educational and clinical responsibilities, averaged over a 4-week period.
 - b. When fellows/residents are called into the hospital from home, the hours fellows/residents spend in-house are counted toward the 80-hour limit.
 - c. The program director and the faculty monitor the demands of at-home call in their programs and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Moonlighting

1. Fellowship education is a full-time endeavor; therefore, moonlighting is not permitted.

Oversight/Clinical Work and Educational Hour reporting and Monitoring

1. Monitoring of clinical and educational work hours by the AREF Program Directors and Manager is required with frequency enough to ensure an appropriate balance between education and service.
2. A Clinical Work and Education Hours log template is provided to each fellow/resident. At a frequency no more than every four weeks, the Fellow/resident is required to submit completed hour logs to the Program Manager. Any violations will be reported immediately to the Program Director and appropriate leadership.
 - a. The Fellowship Manager maintains a separate spreadsheet documenting all submitted clinical work and education hours for secondary monitoring.





Policy - AREF GME Clinical Work and Education Hour-Moonlighting

Final Audit Report

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