

Policies and Procedures

<i>Section:</i> School of Medicine		<i>NO.</i>				
<i>Chapter:</i> Cardiovascular Disease Fellowship	<i>Issued:</i> 10/18/2019	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>		
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PURPOSE

GME Programs, in partnership with Creighton University, must design an effective program structure that is configured to provide residents with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities.

SCOPE

This policy applies to all Creighton University **Cardiovascular Disease Fellows**

POLICY

The program is committed to and responsible for promoting patient safety and fellow well-being and providing a supportive educational environment. Learning objectives are not compromised by excessive reliance on fellows to fulfill service obligations. Didactic and clinical education has priority in the allotment of fellows' time and energy. Duty hour assignments recognize that faculty and fellows collectively have responsibility for the safety and welfare of patients.

The program ensures that qualified faculty provide appropriate supervision of fellows in patient care activities.

Duty hours include all clinical and academic activities related to the program (patient care, administrative duties related to patient care, the provision of 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. Duty hours are limited to 80 hours per week, averaged over the length of the rotation, inclusive of all call activities. Fellows are provided with one day in seven free from all educational and clinical responsibilities, averaged over the length of the rotation, inclusive of call. Adequate time for rest and personal activities provided consisting of an 8-hour time period between all daily duty periods. Fellows are not on in-house call. Fellows are on at-home call. The frequency of at-home call is not subject to the every-third-night. However, at-home call is not so frequent as to preclude rest and reasonable personal time for each fellow. Fellows taking at-home call are provided with one day in seven completely free of all educational and clinical responsibilities, averaged over the length of the rotation. If fellows are called into the hospital from home, the hours fellows spend in-house are documented and counted toward the 80-hour limit.

The Department of Medicine and/or GME office provide formal presentations on duty hours. Duty

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hours, fatigue and reporting are reviewed during the Cardiovascular Disease Fellowship orientation.

Fellows are required to keep a record of all duty hours in the online New Innovations program. The Program Director and supervising faculty will monitor Fellows' duty hours and make scheduling adjustments as necessary to mitigate excessive service demands and/or fatigue.

Completion of online duty hours is monitored by the Fellowship Program Coordinator. Non-compliance will result in written (electronic) notification by the Coordinator and direct contact from the Program Director to determine the etiology of the non-compliance and to formulate an immediate action plan for the fellow(s) to return to compliance.

Duty hours include:

- All clinical and academic activities related to the program, ie patient care (inpatient and outpatient).
- Administrative duties relative to patient care.
- The provision for transfer of care.
- Time spent in-house during call activities.
- Time spent in-house when called in from home call.
- Time spent on the phone or reviewing electronic records when called during home call.
- Scheduled activities, such as conferences.

Duty hours DO NOT include reading and study done at home or away from the duty site.

Process for Duty Hours Entries into New Innovations:

Think of duty hours reporting as your record of time in and time out for work or vacation/leave time. Time worked includes floors, clinics, case presentations, lectures, conferences, research activities, etc. You do not need to break your work time down by specific activities such as clinic, floors, conferences, etc. However, you do need to make a separate duty hours entry for home calls and moonlighting. For example, if you start your day at 8 am and end your day at 5:30 pm, enter the hours you actually worked for that entry. If you were called at home at 8:30 pm and discussed a patient case on the phone, you would make a separate entry for Home-Call-Not-Called-In.

There are two **Training Locations** for your duty hours entries—Creighton University Medical Center- Bergan Mercy and VA Medical Center-Omaha. Use the VA Medical Center location when you are assigned to the Research and VA Clinical Rotations. Use the Creighton University Medical

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Center- Bergan Mercy location for all other rotations. The Training Location defaults to Creighton, so you need to change the selection when you are on the VA rotations.

For assignments/Duty Types, use only the following entries:

- Call
- Clinic
- Rotation (includes floor work, research, etc.)

For **Vacation/Leave**, report hours using the Vacation/Leave Data Entry View.

Vacation/Leave assignment definitions include:

- Educational Leave (need to specify meeting in comments section)
- Holiday
- Sick
- Vacation/Leave

Enter data on a weekly basis. GME or the Program Director may request current duty hours at any time during the month.

DO NOT make an entry for weekends or other days off unless they are considered vacation, holiday, sick, education or other leave.

REFERENCES

<https://www.acgme.org/>

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time.

The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.